



Vacancy Announcement Maintenance Worker

Payrate: \$14.57 per hour (increase after 6 month probationary period)

Definition: Under supervision of a lead worker or Division Supervisor, performs entry level, semi-skilled labor in area of assignment.

Essential Functions: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

Tasks: General: Maintains and repairs City streets, facilities, grounds, and centers in relation to area of assignment. Performs all types of general laborer duties including but not limited to shoveling, lifting, painting, groundskeeping, etc. to maintain the cleanliness, appearance, and reputation of the City. Learns more skilled tasks through on-the-job training. Performs other duties as assigned.

Duties specific to Vehicle Maintenance: Cleans building and garage to maintain cleanliness and professional appearance. Refuels vehicles. Checks fluid levels in automobiles and replenishes as needed. Checks tire pressure and adds air if needed. Performs oil and filter changes. Restocks oil, antifreeze, and other supplies.

Duties specific to Operations: Patches holes in streets with blacktop, tar or slag. Rakes and rolls blacktop. Cuts weeds. Removes snow from steps and bridges. Cleans and helps repair storm drains. Mows grass. Shovels snow. Trims trees. Removes debris and litter from park and park facilities. Performs minor repairs and maintenance of outbuildings. Performs general laborer duties to maintain the appearance of City streets, property, and grounds. May operate a standard shift vehicle and/or small equipment.

Duties specific to Sanitation: Picks up, carries, and empties waste cans. Carries and tosses waste bags. Picks up debris and litter. Operates mechanisms for loading and dumping refuse. Performs custodial work. Must be able to walk for extended period of time. Must be able to begin work in early morning. May operate truck on a relief basis.

Duties specific to Water: Maintains, cleans, and repairs water division facilities. Performs custodial duties. Mows grass and shovels snow. Paints, repairs, and ensures proper maintenance at assigned facilities.

Knowledge, Skills, and Other Characteristics:

- Knowledge of policies and procedures specific to the work and department to which assigned.
- Knowledge of the uses and purposes of general construction tool and equipment.
- Ability to perform heavy manual labor.
- Ability to learn work specific tasks through on-the-job training.
- Skills in establishing and maintaining cooperative working relationships with those contacted in the course of work.
- Skill in following simple oral and/or written instructions.
- Skill in using proper safety precautions related to all work performed.
- Skill in identifying the equipment needs for each assigned project.

Materials and Equipment:

Truck
Equipment for Area of Assignment

Assigned Hand and Power Tools

Mental and Physical Abilities: Mental work efforts involve routine application of oral and written instructions requiring basic decisions and assuming responsibility for the safe operation of vehicles and hand tools which may impact the ability of the work unit to complete its assigned tasks. Physical requirements include the ability to lift moderate (0-25 lbs.) materials frequently, ability to lift heavy (over 100 lbs.) materials on occasion, ability to climb, bend, stoop, twist and perform manual laborer duties throughout the shift.

Working Conditions: Work involves outdoor activities in adverse weather in and around construction sites.

Qualifications: High school diploma or GED. No specific, previous experience is required, however, previous manual laborer work experience in the area of assignment is preferred. A valid driver's license is required.

FLSA Status: Non-exempt

***Civil Service Examination Notice:**

The written portion of the test is to be given on **Monday, September 27, 2021 @ 9:00am, 1pm, and 5pm** at WesBanco Arena 14th Street Wheeling, WV 26003. **Call Human Resources to register your time once you have completed your application.**

Last date to file applications is **September 24, 2021.**

Applications must be submitted through the City of Wheeling's applicant portal. You may view detailed job descriptions and complete an application by visiting the City's website at <https://www.wheelingwv.gov/departments/HumanResources> and selecting the "current job openings" link.

The City of Wheeling is an Equal Opportunity Employer and prohibits discrimination in any aspect of employment. The City shall provide equal opportunity to all qualified employees and applicants for employment without regard to race, creed, color, sex, religion, national origin, age, disability, veteran status, political affiliation or other characteristics protected by law. In addition, the City complies with applicable state and local laws governing non-discrimination in employment. The City will take positive action to ensure fulfillment of this policy in all areas of employment.