

Eureka City Corporation

POSITION DESCRIPTION

Maintenance Technician

Deadline to Submit Application: March 22, 2024 5:00 pm

DEPARTMENT: Maintenance

Compensation: Starting \$18.00 per hr. - Negotiable based on experience and qualifications
40 hours per week - Overtime when approved and warranted.

Benefits Include:

URS Retirement with 401K, Health Insurance, Life Insurance, Vacation, Sick Leave,
All Federal & State Holidays plus Birthday, Water Debt Service and Sewer Service
(Eureka resident only)

SUPERVISION RECEIVED: Designated City Leadership

SUPERVISION EXERCISED: None

SUMMARY:

This position follows the direction of authorized City supervision in assisting in the maintenance of Eureka City's infrastructure, assets and community needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This listing of essential duties and responsibilities is meant to be representative, not exhaustive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs and assists with the City's culinary water system and sanitary sewer systems. Also performs and assists in maintenance of well houses, pumps, sewage processing plant and chlorinators.
- Performs and assists in satisfying regulatory requirements for Local, State and Federal agencies.
- Performs and assists with a wide range of maintenance duties such as fertilizing, de-thatching, weed removal, aeration, pesticide application, mowing and watering of City's parks and other designated green spaces.
- Performs all necessary tasks and needs for the Cemetery, including but not limited to general maintenance, digging graves, backfilling, and exhuming if directed by the authorities.
- Performs various waste removal duties such as picking up litter, emptying garbage cans and sweeping and maintaining paved areas and sidewalks.
- Performs a variety of maintenance activities in the winter months such as cleaning, repairing, and painting equipment and assists in snow removal as required to maintain the city in a safe condition during regular working hours, after hours and on weekends.

- Performs maintenance work on all City properties and buildings.
- Ensures that the City's equipment such as tractors, lawn mowers and weed eaters and all related equipment is properly maintained.
- Assists in general preventative maintenance activities on the City's fleet vehicles including checking fluid levels, tire pressure, etc. Maintains preventative maintenance records on fleet vehicles; updates same as necessary.
- Performs and assists with the City's Code Enforcement to ensure compliance with the city ordinances and state law, with a primary focus on the health, beautification, and safety of the residents of Eureka.

OTHER DUTIES AND RESPONSIBILITIES:

The listing of other duties and responsibilities is meant to be representative, not exhaustive.

- Always maintains safe working conditions and practices.
- Maintains an inventory of all assigned equipment and supplies; takes prudent efforts to safeguard Eureka City's physical resources from unauthorized use.
- Maintaining and performing any data related assignments.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Eureka City's practices and procedures
 City's policies, rules, regulations, and guidelines
 Principles and practices of turf management, including watering, fertilizing, and mowing
 Automotive maintenance, general maintenance on the City's fleet vehicles
 Repair of irrigation systems

Ability to:

Communicate effectively verbally and in writing
 Operate a PC and use internet
 Maintain effective working relationships with other people
 Operate maintenance equipment such as lawnmowers, tractors, trucks, backhoes, and various power tools and small hand tools
 Obtain and maintain coverage as a driver under the City's automobile insurance carrier and obtain and maintain a valid Utah class "D" driver's license

EDUCATION AND/OR EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skill, and abilities. A typical way to obtain these would be:

- Highschool Graduate
- Pass GED Test with a Minimum of 145

PREFERRED QUALIFICATIONS:

- State of Utah Certifications in Wastewater Operation (Treatment & Collection), Water Operation (Treatment & Distribution), Cross Connections and Back Flow Prevention
- Journeyman, Master Electrician or Plumber
- ASE Mechanic Certification
- Heavy equipment operator/Utah CDL
- Associates or Bachelor's degree in engineering, geography or any other BS associated disciplines

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand and walk frequently. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this position include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee regularly works in out of doors conditions and may work near a video display. The noise level in the work environment is usually moderate, but at times, severe when operating power equipment.

Probation:

This position is subject to a performance period of six months from the commencement date of employment. The employee can be terminated at any time during this period with no notice or cause given.

Physical Exam:

This position is subject to pass a required comprehensive medical exam to ensure that the physical qualifications of the job description can be met.

This exam will also require a drug test for any illegal drugs or substances which inhibit performance or could create a dangerous job environment.

The exam expense will be provided by Eureka City Corporation.

If test results of the drug portion return positive the candidate will be financially liable for the exam.

Application and Documents Required:

- Resume
- Coversheet
- Two written character references
- This job description document signed by applicant
- Official application filled out. Can be obtained from the Eureka City Office or the Eureka City web page.
- Application and related documents must be mailed or turned into the Eureka City Office

**All Applications with required documents must be submitted to the Eureka City Office before
5:00 pm March 22, 2024.**

Eureka City Corporation is an Equal Opportunity Employer

APPROVALS

Applicant

Date

Mayor

Date

Application

Return to:
Eureka City
15 Church Street
Eureka, Utah
84628

Date _____

Full Name _____

Address _____

Email _____

Phone # _____ Date Available _____

Employment Eligibility

High School _____ City / State _____

From _____ To _____

Graduate: Yes No

GED Test Score if applicable _____

Utah Driver's License Number _____

Social Security Number _____

Resume included: Yes No

Reference #1 Name, Number or Email _____

Reference #2 Name, Number or Email _____