



## City of Powell Position Description

**Position Title: Maintenance Specialist**  
**FLSA Status: Non-Exempt**  
**Reports to: Foreman**  
**Employment Type: Full-time**

**Pay Grade: Union Contract**  
**Service Type: Classified**  
**Revision Date: January 2025**

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### **Nature of Work:**

This position works under the direction of the Foreman. This position works on a variety of construction, maintenance, repair projects, mowing, and snow plowing for the City.

Given the nature of this classification's duties/responsibilities, it has been designated as Non-Exempt under the governing Fair Labor Standards Act regulations and, therefore, is entitled to formal overtime compensation and/or formal compensatory time.

### **Essential Functions of Work:**

- Performs miscellaneous projects on all City owned properties such as relocating furniture; replacing ceiling tile; minor electrical repairs; replacing floor tile; hanging pictures, etc.
- Operates various types of equipment and performs a variety of tasks in the maintenance, repair and construction of streets, street right-of-way, parks, storm sewers, cemetery, and related facilities.
- Operates dump truck, tractor, mowers, backhoe, skid steer, chipper and other equipment; drives dump truck with snow plow and spreader in performing snow and ice control duties.
- Forms, pours, and finishes sidewalks and curbs; operates concrete saw, air hammer, and various power tools.
- Performs street and park maintenance and repair tasks including removing asphalt, patching potholes and cracks, tree trimming and park restoration, installation and maintenance of signs and street lights, mowing and landscaping duties.
- Performs basic vehicle repairs and maintenance; operates equipment safely, efficiently, and effectively; performs routine maintenance and repair or minor adjustments to equipment; reports any special repair needs as necessary.

### **Nonessential Functions:**

- Prepares records on work performed and equipment used.
- Responds to emergency repair requirements.

- Performs other related duties as assigned.

**Supervisory Responsibilities:**

- None.

**Minimum Qualifications:**

- High school diploma or equivalent and one (1) year experience in performance of construction and two to four (2-4) years of experience in performance of maintenance work, park operations and facilities management; or any equivalent combination of training and experience which provides experience in the field of construction and renovation work, properties and facilities management, buildings and grounds maintenance, or housing rehabilitation.
- Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

**Licensure/Certification Requirements.**

- Valid commercial driver's license, State of Ohio (Class "B") CDL with Air Brake endorsement and vehicle insurance.

**Knowledge, Skills, and Abilities:**

- Knowledge regarding the operation and routine maintenance of snow plows, trucks, tractor mowers, backhoes, and similar equipment.
- Knowledge of grounds keeping and routine building maintenance methods, materials and tools.
- Ability to perform a variety of manual tasks.
- Ability to communicate effectively with the public.
- Basic carpentry, electrical, plumbing, building maintenance, HVAC systems, and grounds keeping.
- Knowledge of common hand tools, materials, and standard equipment used in maintenance, repair and construction work.
- Knowledge of the safety precautions and hazards of the work.
- Knowledge of the practice, methods, and materials used in maintenance, repair, and construction of public streets, and related public works and facilities.

**Working Environment and Physical Requirements:**

- The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. Frequently required to use personal protective equipment to prevent exposure to hazardous materials.
- Possession of physical strength, agility, and endurance to perform all essential functions; transfer and carry heavy objects; ability to perform tasks requiring stooping, bending, climbing ladders and stairs; ability to maneuver over, under equipment, and in small work areas while performing essential functions.
- Ability to exert in excess 75 to 125 pounds of force occasionally, and/or up to 50 to 100 pounds of force frequently.
- Ability to walk long distances and/or work while standing for long periods of time.
- Ability to operate a variety of light and medium motorized vehicles.
- May be requested to work overtime and weekends for special program events.