

**Position: MAINTENANCE WORKER**

A full-time position under the supervision of the Maintenance Superintendent with primary duties including but not limited to management of City maintenance including supervision of subordinate personnel and all functions involving the proper functioning of water, sewer, streets, and other City systems, with assisting monthly reporting to the City Council.

**ESSENTIAL FUNCTIONS**

**Business Management** – proven ability to understand recording keeping and budget management

**Supervision of Personnel** – organize tasks, direct work, and show accountability of employees

**Communication** – proven ability to communicate in person, by phone, and by written document with residents, vendors/suppliers, and State Regulatory personnel

**Mechanical Understanding** – proven ability to understand mechanical systems such as water distribution, sewer system operations, basic electrical distribution, street maintenance, and mechanical equipment operation and up-keep

**Job Requirements** - either directly or as directed by the Maintenance Superintendent

- Operation of Chlorination equipment of City water supply
- Daily testing of water with sampling for State Laboratory tests
- Manage City water wells, sewer lift stations, water storage and their mechanical systems
- Monthly reading of resident and business water meters
- Maintain inventor of equipment, parts and supplies
- Responsible to assure timely repair of water and or sewer line breaks
- Maintain fire hydrant flush and water shut-off valve records
- Manage swimming pool maintenance
- Manage mowing, trimming and general upkeep of City Park and all other City property
- Communicate with residents, businesses and others in regard to problems or concerns
- Record Keeping – Work Orders; Purchase Orders; Inventory Control; Employee Timesheets; State or Regulatory documentation; and Budget creation and control

**Education:** 3 to 5 years experience in this or similar job setting; College degree preferred; High School diploma or GED required; No criminal record or lengthy traffic record; State water or wastewater certification preferred

**Technical Skills:** general understanding of construction, plumbing, electrical, carpentry, and mechanical systems workings; ability to operate backhoe required; ability to operate Loader, Tractor, Dump truck and Mowing equipment not required but of value; Computer use including word processing and spreadsheet creation a must; strong organizational skills including communications, public relations, and personnel management

**Problem Solving:** Independent problem solving as well as team-working abilities

**Decision Making:** Independent decision-making is a factor in this position. This employee must be able to make immediate decisions about necessary repairs and jobsite projects

**Supervision:** This position is under the direction of the City Maintenance Superintendent

**Financial Accountability:** This employee is responsible for assisting in the creation and maintenance of the Maintenance Department budget in support of the annual City Budget process and is accountable for expenditures made for the department

**Public Relations:** Daily interaction with the general public, vendors/suppliers, co-workers, and City Officials as necessary is expected

**Working Conditions:** The position has office space at the Maintenance Shop. Out of office work may include adverse conditions including exposure to hazardous chemicals, heavy machinery, excessive noise, heights, and work in confined spaces.

**Physical Requirements:** Manual labor is a part of this job including times of heavy lifting, carrying, bending, kneeling and climbing.

**Salary & Benefits:** Depending on experience, education, and skill set – from \$16.00 to \$17.50 per hour with annual review and performance evaluation. Health Insurance for the employee is paid by the City with the employee's option to add spouse and/or family at the employee's expense. Employee is eligible for Kansas Public Employees Retirement (KPERs). Employee will earn one week of vacation follow 3-months of employment and two weeks per year following one year of employment. Optional benefits (at employee expense) include a KPERs-457 plan and Dental Insurance.

**Hours:** This position Full-Time, Monday – Friday, with some weekend and night times possible. It is multi-tasking – requiring a necessary amount of office work as well as outdoor labor. The specific balance of time spent will be flexible and is expected to be set by the employee as the best use of time. Compensatory Time Off as well Overtime Pay are both options for time worked over 40 hours per week.

**Other:** This employee will be required to live in or within an approximate 5-mile radius of Overbrook within a year following the 3-month probationary period.

**To Apply:** Submit up to date resume with cover letter in person, my mail or by c-mail to Jim Koger, City Clerk – City Hall, 401 Maple, Overbrook, KS 66524  
Phone: 785/665-7328 [E-mail: cityclerk@overbrookks.com](mailto:cityclerk@overbrookks.com)

The City of Overbrook is an Equal Opportunity Employer!

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job!