

**MUSEUM DEPARTMENT
JOB DESCRIPTION**

MAINTENANCE WORKER

EXEMPT: No

UNION: No

GENERAL STATEMENT OF JOB:

Maintains the buildings and grounds.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Mows and maintains grounds: trims weeds; plants lawns, shrubs, and flowers as needed.
- 1.2 Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the grounds.
- 1.3 Removes snow and ice from sidewalks.
- 1.4 Prepares surfaces and paints.
- 1.5 Moves artifacts.
- 1.6 Replaces light bulbs.
- 1.7 Performs carpentry work.

Section 2. Peripheral Activities

- 2.1 Hauls rock.
- 2.2 Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Solves practical problems; variety of variables with limited standardization; interpret instructions. Add, subtract, multiply, and divide whole numbers.

Skill in the operation of listed tools and equipment.

Ability to understand and follow verbal or demonstrated instructions; write identifying information; request supplies verbally or in writing; read safety and warning notices and written directions on equipment. Ability to communicate effectively, verbally or in writing with

supplies/vendors when picking up supplies; general public for inquiries. Employee will be familiar with details of job to do it reasonably well within 2 weeks.

TOOLS AND EQUIPMENT USED:

Lawn mower, weed trimmer, snowblower, truck, hand cart, hand tools, electric and gas power tools.

CONFIDENTIAL DATA:

None.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

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

While performing the duties of this job, employee constantly hears. Employee frequently stands; walks; reaches; grasps; holds; uses eye-hand coordination; works alone. Employee occasionally sits; drives a motor vehicle; smells, talks; uses the telephone, has contact with public; stoops, kneels, crouches, or crawls; climbs stairs; climbs ladders; works at heights up to 50 feet.

Employee must be able to constantly lift up to 10 pounds; frequently lift up to 25 pounds; occasionally lift over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

1. Minimum education: High School Degree, or GED equivalent, and
2. Related work experience of 6 months or less, or
3. Any equivalent combination of education and experience.
4. Valid Wisconsin driver's license.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

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

While performing the duties of this job, employee is frequently exposed to dirt when moving artifacts, landscaping, working in the mine. Employee is occasionally exposed to dampness when in the mine; vibration from power drill; chemicals including herbicides, painting solvents, cleaners, acids; electric shock when doing electrical work.

Employee is seasonally exposed to vibration from lawn mower; temperature extremes when doing outside work in summer and winter. Employee is infrequently exposed to equipment movement during construction.

POSITION ACCOUNTABILITY:

REPORTS TO: Works under Museum Director.

SUPERVISION EXERCISED: None.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Common Council: 5/8/01

Revision History: 7/1/96; 12/31/10