CITY OF TIOGA
POSITION DESCRIPTION

Position Title: Maintenance Worker
Department: Streets / Water / Wastewater Divisions

Date: November 9, 2026
Status: Non-Exempt

GENERAL PURPOSE

Performs a variety of tasks in the repair, maintenance and construction of public works infrastructure and facilities, and performs other related work as required. Assigned to street maintenance, solid waste collection, water distribution, sewer collection, streetlights and storm drainage facilities and systems; and will be expected to work a variety of schedules and weekends.

SUPERVISION RECEIVED

Works under the general supervision of the Street / Water Superintendent

SUPERVISION EXERCISED

Exercises supervision over none.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs daily rounds of water and sewer system inspection and monitoring
Performs water quality testing at multiple locations
Performs and Maintains water system flushing on a regular schedule

Assists in the construction, maintenance and repairs of roads, streets, alleys and bridges which includes but is not limited to laying out and lining roadways, paving and sealing roads, patching potholes, etc.

Assist in maintaining traffic markings, erecting and repairing signage, in painting lines and curbs, etc.

Assists in the construction, maintenance, repairs and cleaning of drainage systems.

Sets-up a work zone with appropriate signs and cones that is compliant with required safety guidelines.

Uses, cleans and maintains a variety of power equipment, tools and vehicles required for work.

Plows and removes snow using CDL and non-CDL vehicles and equipment; sands, salts and chemically treats roadways, parking lots and sidewalks using a variety of equipment.

Performs a variety of routine and repetitive tasks for the maintenance, care and upkeep of fields, grounds, playgrounds, cemeteries, structures and facilities, as requested.

Mows, waters and repairs field and park areas; trims trees and shrubs; removes weeds as appropriate; removes dead animals from streets when required.

Assists in the constructing, maintaining and repairing structures and sidewalks, builds forms for concrete structures; may mix, pour and finish concrete.

Clears vegetation, brush, storm damage and debris which may involve the use of chain saws, hand tools and related equipment.

Uses jackhammer and hand tools to expose broken water and sewer mains and service lines; repairs leaks in mains and service lines and replaces broken lines; installs new water and sewer mains as required.

Measures, cuts and threads pipe; operates arc and acetylene welding equipment for maintenance and repairs; measures, cuts, flare and connects copper tubing.

Assists in the installation and repair of fire hydrants; operates equipment to clean sewer and storm drain lines and maintain sewer lagoons and ponds.

Installs, repairs and maintains water meters.

Backfills trenches and use asphalt to repair streets after water and sewer line repairs.

Prepares streets for patching and resurfacing; applies oils, asphalt, concrete, gravel and other materials, which includes hand sweeping of street surfaces, loading and unloading materials, and raking and shoveling of asphalt.

Assist in a variety of maintenance and construction projects, such as retaining walls, guardrails, curbs, gutters and catch basins, which include removing obstructions, such as tree roots; breaking up and removing concrete; constructing forms; and mixing, pouring and finishing concrete.

May assist in the replacement of street and traffic lights

Operates dump trucks, front end loaders and specialized vehicles to remove and replace excavated material.

Bags and clears litter and cleans public areas; removes trash from restroom facilities.

Is expected to make every effort to work overtime during emergencies, storm and adverse weather conditions.

Performs similar or related work as directed, required or as the situation dictates; performs all other duties as assigned.

ADDITIONAL AND PERIPHERAL DUTIES

Inspects and adjusts equipment before starting work; examine, cleans and maintains equipment, include special attachments, lubrication, tires, oil, battery, etc.

Assist licensed Water and Wastewater personnel in any water and wastewater-related construction and repair projections, as requested.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Minimum high school diploma or GED.
(B) Six (6) months of related experience in public works, maintenance work or grounds keeping work.

Necessary Knowledge, Skills and Abilities:

(A) Knowledge of basic techniques, tools, equipment and materials used in public works maintenance, construction and repair work;
(B) Knowledge of occupational hazards and safety practices and procedures related to the work;
(C) Knowledge of techniques for dealing with the public, City staff and representatives of contractors in an effective manner;
(D) Ability to effectively and safely perform a wide variety of semi-skilled and unskilled tasks in the maintenance, construction and repair of City public works installations;
(E) Ability to follow written and verbal instructions;

(F) Ability to communicate effectively in writing, orally and with others to assimilate, understand and convey information in a manner consistent

with job functions;
(G) Ability to work effectively with other staff and with the public;
(H) Ability to operate trucks and other power-driven equipment;
(I) Ability to perform heavy physical and manual labor;
(J) Ability to acquire a general knowledge of department policies and procedures as related to public works operates;
(K) Ability to organize own work, meet critical deadlines, and follow-up assignments with a minimum of direction;
(L) Ability to establish and maintain cooperative relationships with those contacted in the course of the work;
(M) Ability to maintain confidentiality regarding sensitive information;
(N) Skill in driving a variety of vehicles safely.

SPECIAL REQUIREMENTS

The ability and willingness to obtain necessary certifications outlined by the North Dakota Department of Environmental Quality within one year of employment. These certifications may include, but are not limited to:
Operator Certification in Water Treatment, Distribution, Wastewater treatment and Landfill.

Tools and Equipment Used:

Motorized vehicles and equipment, for example, such as dump truck, pickup truck, utility truck, back hoe, street sweeper, sewer flusher/jet machine, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone.

PHYSICAL DEMANDS

Outdoors and office settings, with some travel from site to site. Some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Work schedule varies from week to week, season to season. Work environment is both formal and informal, team oriented, having variable tasks, pace and pressure.

Primary functions require sufficient physical ability to work outdoors and office settings and operate assigned vehicles and motor/office equipment. Continuous sitting and upward and downward flexion of neck, fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls and office equipment; Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling and twisting at waist; moderate wrist torque to twist equipment knobs and dials, lifting objects weighing up to 100 pounds from below

waist to above shoulders and transport distances up to 100 yards. Occasional squatting, kneeling and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals.

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hear in the normal audio range with or without correction.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and oral interview; background check; drug screening final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period; 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 a 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.

REVIEW AND APPROVAL

Employee's Signature: _____ Date: _____

Portfolio City Commission
Member's Signature: _____ Date: _____

President of the City
Commission's Signature: _____ Date: _____

Effective Date: _____, 2026 Revision History: