



Job Title:	Maintenance Worker III	FLSA Status: Non-exempt
Department:	Public Works	
Reports to:	Public Works Superintendent	

Summary

Join the City of Westwood as a Maintenance Worker III and play a vital role in maintaining publicly owned and operated facilities, properties, and infrastructure. Your efforts will contribute to creating an attractive, safe, and healthy environment for the community.

Ranges of Pay

- \$43,402 - \$65,553 - based on experience and qualifications.

Benefits Include

- Competitive medical, dental and vision benefits are available for employees and eligible family members.
- Life insurance covered by City at 100%.
- Employees are enrolled in the KS Public Employees Retirement System (KPERs), requiring a contribution rate of 6% of salary (deducted from each paycheck).
- Additional 457 deferred compensation plan managed by Empower- optional for employees.
- Additional 401(a) supplemental retirement plan managed by Empower- City contribution in employee's name based on employee contribution to 457 (50% up to \$2,000).
- Vacation leave accrual starting at twelve (12) hours per month.
- Ten (10) observed holidays plus three (3) floating holidays per calendar year.

Nature of Work

Maintenance Worker positions, under the direct supervision of the Public Works Superintendent, are responsible for operating light equipment and in repairing, maintaining, and operating City infrastructure such as streets, sidewalks, curbs, fences, parks, playground equipment, trees, buildings, fountains, traffic control and other City infrastructure according to Public Works practices.

Essential Functions

- **Building Maintenance**
 - Ensure all municipal buildings are functional in areas such as plumbing, carpentry, painting, electrical repairs, and HVAC.

- Proficient and timely execution of repairs.
- **Landscaping and Mowing**
 - Maintain parks and properties through planting, pruning, mowing, weeding, and beautifying.
 - Ensure decorative fountains are properly maintained.
- **Ice and Snow Removal**
 - Safely remove ice and snow using trucks, loaders, and salt/sand spreaders.
 - Clear streets promptly to enable safe traffic movement.
- **Equipment Operation**
 - Safely and effectively operate equipment including skid steer, bucket trucks, and mowers.
 - Ensure proper maintenance of equipment to extend its life.
- **Leaf Pickup and Sweeper Truck Operations**
 - Clear catch-basins of debris.
 - Remove leaves and debris from residential areas and dispose of them appropriately.
- **General Duties**
 - Uphold acceptable standards of office conduct.
 - Adhere to defined work hours.
 - Manage stress effectively.
 - Maintain positive working relationships.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor, subject to reasonable accommodations.

Knowledge/Skills/Licensure/Certification

- High school diploma or GED.
- Class B commercial driver's license with airbrake endorsement.
- Traffic Flagman and Basic Work Zone certifications training to be completed within six (6) months of hire date.
- National Incident Management System and ICS Incident Command System Basic training completed within six (6) months of hire date.

Minimum Qualifications

- Must be 18 years of age.
- Valid Driver's License with acceptable driving record. Must maintain insurable driving record.
- Must comply with City policy on use of City or privately owned vehicles for City business.
- The applicant must pass background check post-employment offer physical and drug test.

Experience

- Previous experience operating and maintaining construction equipment.

- Technical and practical knowledge of lawn and landscape maintenance.
- Vehicle service and repair experience.
- Basic knowledge of hand tools.
- Tools & Equipment: Riding mower, mower and weed eater, hand tools, signboard, sweeper truck, bucket truck, skid steer loader, snowplow, de-icing equipment, bush chipper.

Physical Requirements

Tasks involve frequent walking, standing, some lifting and carrying of objects of heavy weight (75-100 lbs.), and the operation of vehicles, office equipment, and hand tools in which manipulative skills and hand eye coordination are important functions of safe and/or productive operations.

How to Apply

Please complete and submit an application for employment form to info@westwoodks.org. Include "Public Works Maintenance Worker III Application" in the subject line. The deadline for applications is Monday, February 5, 2024.

We are an equal opportunity employer and encourage candidates from all backgrounds to apply. We appreciate all applications, but only those selected for an interview will be contacted.

About Us

A first-tier suburb of the greater Kansas City metropolitan area, the City of Westwood, Kansas was incorporated June 7, 1949. Westwood is both a residential community of approximately 1,850 people, and a city of business and commerce. At just under one half-square mile of total land area in size, the city's location at the far northeast corner of Johnson County, Kansas provides the combination of pleasant residential environment with ready access to the nearby Country Club Plaza area, downtown Kansas City, Missouri, K.U. Medical Center, and other shopping and cultural opportunities elsewhere in the metropolitan region.