

JOB POSTING



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JOB POSTING

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Application Deadline:
Wednesday, October 29, 2025

TITLE	PUBLIC WORKS MAINTENANCE OPERATOR
DEPARTMENT	PUBLIC WORKS
SUPERVISED BY	PUBLIC WORKS MANAGER, LEAD OPERATOR, SENIOR OPERATORS
POSITION OBJECTIVE	THIS IS WORK OPERATING IN AND MAINTAINING THE STREETS, FACILITIES, GROUNDS AND OTHER INFRASTRUCTURE OF THE CITY OF HUTCHINSON

DUTIES AND RESPONSIBILITIES

1. General Maintenance Operations
 - a. Works independently or in crews of various sizes.
 - b. Uses a wide variety of vehicles, equipment, tools, materials, and methods.
 - c. Maintains infrastructure, facilities, and properties owned by the City of Hutchinson.
2. Specialty Function Assignments
 - a. May serve as a primary operator for sewer maintenance, street sweeping, grading, patching, cemetery operations, grounds maintenance, and traffic control.
3. Departmental Scope of Work
 - a. Maintaining Streets & Roadways, HATS Facility, Cemetery, Wastewater, Airport, Storm Water, Water, and Other City departments
4. Specific Maintenance Activities
 - a. Reviews work orders and gathers necessary tools and supplies
 - b. Snow removal from streets, alleys, and parking lots
 - c. Residential leaf vacuum services
 - d. Grounds maintenance: landscaping, fertilizing, mowing, etc.
 - e. Urban forestry: planting, pruning, tree removal, site restoration
 - f. Building operations and janitorial duties
 - g. Equipment maintenance and seasonal prep
 - h. Metal work: cutting, welding, material selection
 - i. Inspection and maintenance of streetlights, sidewalks, trails, signs
 - j. Road surface patching and repair
 - k. Funeral services: excavation, committals, grave closure
 - l. Coordination with seasonal employees and contractors
5. Communication Equipment Operation
 - a. Operates radios, telephones, and other communications devices.
6. Diagnostic and Repair Support

- a. Assists Senior Operators and Supervisors in identifying malfunctions.
- b. Helps determine the scope and type of necessary repairs.

7. Planning and Resource Coordination

- a. Assists in determining personnel, materials, and equipment needs.
- b. Reviews and recommends changes to work orders and procedures.
- c. Implements approved procedural changes.

8. Safety and Compliance

- a. Ensure work is performed in accordance with city policy and state statutes.
- b. Maintains safe work practices across all assigned tasks.
- c. Attend all required safety meetings and training events.
- d. Performs related duties as required or assigned.

9. Team Leadership and Oversight

- a. Coordinates with and oversees seasonal staff and contract service providers.
- b. Provides guidance and support to team members as assigned.

10. Other

- a. Attends safety training as required and adheres to all safety rules and regulations.
- b. Performs related work as required and other duties as assigned.

EQUIPMENT

Commercial and light vehicles, light and heavy construction equipment, and various pieces of power equipment. Communications equipment, small tools, and other small equipment incidental to the position. Personal computer and printer for time entry system, email, and CMMS entries.

REQUIRED QUALIFICATIONS

Education & Experience

- High School diploma or GED plus one year of related experience.
- Valid Commercial Driver License, Class A, without air brake and manual transmission restrictions or the ability to obtain within 6 months of being hired.

Knowledge, Skills, and Abilities (KSAs)

- Familiarity with streets, stormwater systems, and facilities maintenance.
- Knowledge of basic construction and maintenance techniques.
- Ability to follow safety protocols and work as part of a team.

DESIRABLE QUALIFICATIONS

Education & Experience

- Diploma or certificate in technical education related to Public Works operators or one year of related experience in construction, municipal Public Works, or equivalent training.

Knowledge, Skills, and Abilities (KSAs)

- Ability to understand, accept, and carry out oral and written directions, make decisions, and complete tasks as directed with little supervision.
- Ability to work well with City personnel, contractors, and personnel from other departments.
- Experience in maintenance or construction of publicly owned infrastructure, facilities and equipment.
- Effective communication skills, both written and oral.
- Understanding of CMMS, inventory management, and related software/hardware.

WORKING CONDITIONS

Outside and shop conditions in all weather. Occasional scheduled overtime, on-call time. Unscheduled hours for snow removal. Occasional unscheduled weekend hours and work after normal working hours responding to emergencies.

Grade 130 position: Salary range \$25.938/hour to \$38.907/hour. Depending on Qualifications.

CITY OF HUTCHINSON ADDENDUM TO JOB DESCRIPTIONS 1995 TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

FOR MAINTENANCE POSITIONS: Parks/Arena Maintenance Operator, Parks Maintenance Specialist, Heavy Equipment Operator, Water and Wastewater Operator and Maintenance, Plant Equipment Mechanic, Equipment Mechanic, Cemetery Maintenance, Engineering Specialist, Compost Equipment Operator, Lead Compost Equipment Operator, Senior Public Works Maintenance Specialist, Public Works Maintenance Specialist.

PHYSICAL DEMANDS

The physical demands described 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, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, and talk or hear, and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to wet/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is frequently loud.

The duties listed in job descriptions 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.