

# MARSHALL MUNICIPAL UTILITIES

## INFORMATION TECHNOLOGY & BROADBAND DEPARTMENT

### JOB DESCRIPTION

Written 3/2023

**TITLE:** General Maintenance/Groundman

**CLASSIFICATION:** Nonexempt

**PAY RANGE:** 5

**JOB LOCATION:** 1459 W. Arrow, Marshall, MO

**NORMAL WORK SCHEDULE:** Forty (40) hours per week, may vary between four- and five-day work week as circumstances dictate. Includes after-hours and weekend duty as may be scheduled or unscheduled during emergencies, storms, outages or periods of equipment failure, and as necessary to accomplish on-site customer service and priority work.

**BASIC DESCRIPTION OF WORK:** Performs duties necessary to maintain tools, equipment, buildings and grounds related to MMU's fiber optic infrastructure and other broadband communication system infrastructure. Provides ground support for Fiber Optic Technicians on various projects.

This job requires the following education and/or experience:

High School graduate or equivalent

This job requires the following,

- (1) at the time of hire:
  - a. Telephone (cellular or landline at residence)
  - b. Valid Missouri Class F Driver's License
- (2) obtained on the job
  - a. Valid Missouri Commercial Learner's Permit (CLP) shall be obtained within 90 days of hire
  - b. Valid Missouri Class A Commercial Driver's License shall be obtained within 6 months of hire

**PRIMARY DUTIES OF JOB:** Under minimum supervision, performs basic maintenance on tools, equipment, buildings and grounds related to fiber optic and broadband infrastructure. Tasks include, but are not limited to, loading and unloading materials on trucks, keeping trucks stocked with routine material and supplies, delivering materials to job sites, driving trucks or construction equipment to and from job locations, performing yard repairs, installing or applying pest deterrents, etc.

**SECONDARY DUTIES OF JOB:** Works on underground jobs digging and filling ditches, setting equipment, installing fiber modules and jumpers, operating basic test equipment, and other assigned duties. Sets up safety and barricade signs and flags traffic as need. Assists other utility departments as needed. May assume other duties as assigned.

To do this job you must be able to:

- Operate a vehicle with frequent in and out
- Distinguish and recognize colors
- Read and understand maps and blueprints, electrical schematics and electrical drawings
- Understand safety codes, written symbolic and verbal instructions of a complicated nature
- Operate equipment effectively such as fork lift, hoist truck, bucket truck, trencher, etc.
- Operate various power and hand tools such as splicers, cleavers, cable strippers, drills, saws, wrenches, hammers, screwdrivers
- Visually (in variety of conditions) obtain accurate data from various written material
- Complete necessary reports
- Operate personal computer, includes use of laptop
- Draw one-line drawings on location showing measurements, repairs, location of materials, etc.
- Work safely alone and with others in a compatible manner
- Communicate effectively, in English, verbally in person and by telephone/radio and through written material including e-mail
- Wear personal protective equipment (PPE) such as hard hat, eye and hearing protection, gloves and protective clothing
- Function with rapport regarding suppliers, engineers, contractors, the general public, employees of MMU and management

**PHYSICAL DEMANDS:**

- 1) Walk, climb and descend ladders and stairs
- 2) Dig ditches by hand with shovels and spades
- 3) Lift moderate to heavy weights (30-100 lbs.)
- 4) Pull fiber optic cable by hand and mechanical means
- 5) Work in confined spaces and heights
- 6) Climb in and out of deep ditches, pits, vaults, etc.
- 7) Squat, kneel, bend and reach overhead

**ENVIRONMENTAL CONDITIONS:** Must be able to work in and withstand adverse weather and unfavorable conditions (hot, cold, muddy, wet, dusty and greasy).

**SUPERVISION RECEIVED:** Works under the general supervision of the IT & Broadband Director and the direct supervision of the Lead Fiber Optic Technician, or others as assigned.

**SUPERVISION GIVEN:** None normally but may assist in the training of personnel as assigned by the IT & Broadband Director.