

CITY OF ORTING

JOB DESCRIPTION

Job Title: Maintenance Worker I

Department: Public Works

Reports to: Public Works Supervisor

Closing date: 10/18/17

Major Function and Purpose

The Maintenance Worker I is primarily responsible for maintenance of municipal parks, the cemetery, streets, water, wastewater, stormwater and City facilities so that they are safe, clean, functional and attractive at all times. The Maintenance Worker I will cross-train in all departments as allowed by the Public Works Supervisor.

General Function

Under general supervision from the Public Works Supervisor, the Maintenance Worker I performs a variety of specific and non-specific duties and responsibilities intended to maintain the City's facilities for the benefit of the City and its citizens. This position requires substantial maintenance and repair work. The Maintenance Worker I is required to assist, as needed in the park and cemetery maintenance and/or in the water, stormwater, and wastewater and street repair maintenance programs.

Supervision Responsibilities

This is a non-supervisory position.

Job Duties and Responsibilities

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. Specific duties and responsibilities include, but are not limited to:

- Grooms and waters lawns
- Maintains City Hall grounds
- Applies weed killing chemicals
- Trims shrubbery
- Performs all other aesthetic maintenance upon the cemetery and the City parks
- Maintains records on burial plot locations and assist individuals in plot selection
- Digs graves, installs liners or vaults, places headstones and prepares for funerals as necessary
- Maintains stormwater retention ponds and collection system

- Assists other departments with repair work when necessary
- Removes garbage from public trash cans at City parks and other facilities
- Keeps public restrooms at the park in a clean and functional order
- Repairs streets and performs other street maintenance as needed
- Assist the Water Department in repairing broken lines and reading water meters when necessary
- Maintains departmental equipment as needed
- May be required to return to the City during off-hours in case of emergency
- Cross-train in all City Utility Departments
- Document time, material and work completed

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills, and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

The Maintenance Worker I must possess mechanical aptitude and inclination, be self-motivated, and have an ability to work in an efficient manner with minimal supervision. A keen sense of attention to detail and ability to communicate professionally and courteously with co-workers and the general-public are requirements of this position. Good verbal and written communication skills are necessary for adequate performance of the job.

Working Conditions

Work is performed both indoors and outdoors. The Maintenance Worker I must be able to work alone, sometimes in remote locations. They may be required to work in or over water, on high ladders or in confined spaces. Certain aspects of this job may be hazardous, requiring the employee to utilize protective clothing or devices. Hazards encountered may include open trenches, machinery or its moving parts, and exposure to solvents and chemical fumes such as chlorine, ammonia, and hydrogen sulfide. While working outdoors, a Maintenance Worker I will be exposed to insect bites or stings, dust and pollens.

Physical Requirements

The employee performing the duties of Maintenance Worker I must be able to perform the bona fide occupational qualifications of the position with or without accommodation. If accommodation is required, the employee must specify how duties will be performed and what accommodation is required.

A Maintenance Worker I must have the physical ability to perform manual labor such as digging and shoveling. It is required that a Maintenance Worker I be able to bend, climb, kneel, lift up to 50 pounds, pull, push, reach, and stand, and/or walk for long periods or under adverse conditions. The Maintenance Worker I will be required to drive City vehicles, operate heavy equipment, use hand tools, and meet any other requirements as determined by the employer.

Recruiting Requirements

- Valid Washington State drivers license
- High School diploma or GED
- Previous experience in parks maintenance
- Previous experience in general maintenance of equipment

Experience and Training

Any combination of experience and training that provides the desired skills, knowledge, and abilities.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or the employees.

Work Schedule

Maintenance I is a full time position and may be eligible for “ON CALL” (After hours, weekend and Holidays) duties. On Call would be “optional” for the Maintenance I employee provided he/she has a written agreement between the City, Union and Employee; Water and Wastewater State certification and satisfactory cross training as determined by the Public Works Director. (Out of classification pay determined in written agreement.)

Means of Advancement

The Maintenance I will advance through the City matrix as jobs open at higher classification levels. Advancement will be based on training, qualifications, certifications, and skill.

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