

CITY OF ORTING

JOB DESCRIPTION

Job Title: Maintenance Worker I, II

Department: Public Works

Reports To: Public Works Supervisor

SUMMARY DESCRIPTION

This is a full-time, Fair Labor Standards Act non-exempt, non-Civil Service maintenance position. A typical work week is Monday to Friday, 7:30 a.m. to 4:00 p.m. with periodic callouts on weekends and evenings based on operational needs and emergencies. This position is part of a bargaining unit represented by the American Federation of State County and Municipal Employees (AFSCME) Local 120.

Under supervision, the Maintenance Worker performs a wide variety of semi-skilled duties in the construction, maintenance, and repair of City streets, curbs, sidewalks, flood control systems, parks, recreational ball fields, cemetery, all landscaped areas, and water, sewer and stormwater facilities. When working in water or sewer facilities, the Maintenance Worker will be working under the supervision of the respective department supervisor. This is a broad classification with individuals assigned to specific functional areas based on business needs. The Maintenance Worker will cross-train in all departments as allowed by the Public Works Supervisor. This position must work well independently and with teams.

DISTINGUISHING CHARACTERISTICS

Advancement to the "Maintenance II" level is based upon meeting qualifications and satisfactory job performance.

Maintenance Worker I – This is the entry-level class in the Maintenance Worker series. Incumbents in this classification receive on-the-job training, specific day-to-day direction and are closely supervised. Positions at this level are not expected to function with the same amount of knowledge or skills as positions allocated to the Maintenance Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods.

Maintenance Worker II - This is the journey-level class in the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker I by the performance of the full range of duties as assigned including operation and maintenance of various public works tools and heavy equipment. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to the following:

Maintenance Worker I and II:

- Operate construction, maintenance and landscape equipment including power and hand tools; perform preventive maintenance and light repairs on equipment.
- Conduct traffic control when working in high traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.
- Utilize proper safety precautions related to all work performed.
- Respond to emergencies as needed.
- Attend safety and training sessions and seminars.
- May assist in performing other maintenance work as assigned.
- Recognize hazardous situations and/or materials; isolate area and deny entry to hazardous areas; notify appropriate Hazmat and law enforcement agencies for handling.
- Fill out and complete work orders; maintain daily log of completed work.
- Respond to inquiries and questions from the public.
- Perform related duties as required.

When assigned to Streets:

- Maintain traffic control systems; paint and stripe City streets, curbs, crosswalks and guardrails; install permanent markers and reflectors along streets and highways.
- Prepare, install, repair and replace City signs and posts; install and maintain street banners as necessary.
- Maintain inventory of traffic materials including signs, paint and sand.
- Mix, rake and spread asphalt; seal cracks and patch streets; participate in street overlays.
- Install speed bumps on City streets.
- Grind street lane lines; install new lane lines.
- Respond to emergency calls to remove traffic accident debris from City streets.
- Operate street maintenance equipment including backhoe, concrete saw, soil compactor and dump truck.
- Construct forms; pour and finish concrete on curbs, gutters, sidewalks, and waterways; perform concrete repairs, patch work, brick, block walls, and associated masonry work.
- Clean and remove trash from streets and parking lots.

When assigned to Stormwater:

- Clean and maintain storm drains, pipes, catch basins and storm channels.
- As needed, install new storm drains and catch basins.
- Perform walk-through inspections of storm drains; ensure proper working order; make repairs as necessary.
- Maintain landscape of stormwater facilities.

When assigned to Landscape:

- Maintain City parkways, roadside, medians and grounds; haul and place landscape materials; Performs other duties and responsibilities as assigned. Inspect areas for wetness and dryness; install and maintain irrigation systems to ensure proper operating efficiency.
- Maintain City trees; prune trees to remove low branches that present a hazard to pedestrians and motorists; chip brush from trees and shrubs; grind stumps of removed trees.
- As needed, perform rescues using climbing equipment or an aerial lift truck.

- Care for young City trees; plant trees and dig tree wells; water and stake as necessary; deliver young trees to City residents for planting in public rights-of-way.
- Remove roadside debris and weeds; clean City sidewalks and gutters.
- Apply pesticides, herbicides and fertilizers as needed.
- Perform root pruning as necessary.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge of:

- Methods and techniques of general construction, maintenance and/or repair related to the area of work assigned.
- Methods and techniques of safe chemical use, storage and disposal.
- Practices and procedures of traffic control.
- Principles of Dig Alert.
- Occupational hazards and standard safety practices.
- Tree care, pruning, maintenance and removal.

Ability to:

- Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions. Perform heavy manual labor. Read and interpret basic blueprints, diagrams, and maps.
- Recognize underground utilities.
- Work independently in the absence of supervision. Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.
- Operate office equipment as necessary, including but not limited to computers and supporting software applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.

Education and Experience Guidelines

Maintenance Worker I: High School diploma or equivalent and one (1) year of experience in parks, cemetery, landscaping, or closely related field *preferred*.

Maintenance Worker II: High School diploma or equivalent and two (2) years of increasingly responsible experience performing landscape maintenance and repair.

License or Certificate:

All Maintenance Worker positions:

- Possession of a valid Washington State driver's license; new employees must successfully pass the City's pre-employment driver's records check and all employees must maintain an excellent driving record. (*required*)
- City's Defensive Driving Course within six (6) months of employment (*required*)
- Valid Traffic Control Flagging Card within six (6) months of employment (*required*)
- Valid First Aid/CPR Card within six (6) months of employment (*required*)
- Confined Space Entry Certificate within three (6) months of employment (*required*)
- Basic Electrical *preferred* or obtained within six (6) months of employment
- Wastewater Collections I Certificate - *preferred* or obtained with an incentive pay
- Pesticide Sprayers License – *preferred* or obtained with an incentive pay
- Arborists Certification - *preferred* or obtained with an incentive pay

Maintenance Worker II: (in addition to the above *required* licensures and certificates)

- Pesticide Sprayers License *or* Arborists License
- Pumps, Motors preferred or obtained within six (6) months of employment.

In the event the State of Washington mandates or requires a license or certification, the incumbent will be given 24 months, or timeframe specified by the State (whichever is shorter) to obtain such license or certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Field and construction site environment; travel from site to site; work with and in water and around heavy construction equipment; work under ground and in confined spaces; work at heights on scaffolding and ladders; work on slippery and uneven surfaces; work around traffic; exposure to noise, dust, heat and inclement weather conditions.

Physical: Sufficient physical ability to lift and carry; thirty (30) pounds often, fifty (50) pounds occasionally and ninety (90) pounds rarely. Bending, stooping, kneeling, and crawling; walking and standing for prolonged periods of time; operating motorized equipment and vehicles. Must have the ability to perform heavy manual labor: shoveling, digging, lifting, pushing, pulling, and dragging. Work in confined spaces.

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

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

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. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.