

CITY OF ORTING

JOB DESCRIPTION

Job Title: Term Limited Maintenance Assistant Department: Public Works

Reports To: Maintenance Lead and Public Works Supervisor

SUMMARY DESCRIPTION

This is a temporary six (6) month position, 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.

Under supervision, the Maintenance Assistant performs a wide variety of 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 Assistant 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. This position must work well independently and with teams.

REPRESENTATIVE DUTIES

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

STORMWATER & WASTEWATER

1. Assist maintenance staff in inspecting and repair sewer/storm manholes or catch basins.
2. Clean, repair sewer/storm manholes, catch basins, culverts, storm drains, lines, detention ponds and fences using hand tools.
3. Break asphalt and other pavements using air, hydraulic or electric hammer, pick, bar and shovel.
4. Inspect and repair underground sewer/storm pipe to ensure proper repairs prior to back filling.
5. Compact back fill excavations using tamper.
6. Assist in sewer/storm pump station maintenance and repair.

PARKS & LANDSCAPING MAINTENANCE

1. Assist Parks staff in routine grounds maintenance including, but not limited to, mowing, weed-eating, seeding, and fertilizing lawns; drag, line and water baseball or softball fields; clean dugouts; set out and move portable sprinklers
2. Perform routine landscaping including weeding and cleaning of shrub and flowerbeds;
3. Clean and stock restroom buildings and portable restrooms using cleansers and disinfectants
4. Litter control; clean walkways and other tasks as required
5. May also assist Public Works with a variety of tasks or projects.

STREETS & SIDEWALKS

1. Assist maintenance staff with crack sealing, filling potholes, saw cutting asphalt, street patch repairs using hot mix asphalt.
2. Cement concrete curb, gutter and sidewalk repairs/replacement.
3. Assist maintenance staff with striping of parking strips, roadway markings, and basketball courts.
4. Assist maintenance staff with setting and removal of various traffic control devices.

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.
- Occupational hazards and standard safety practices.

Ability to:

- Must be able to operate standard size pick-up and/or sedans with standard hand and foot controls.
- Must be able to operate small tractors and small riding lawn mowers
- Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.
- 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 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

High School diploma or equivalent and one (1) year of experience in parks, cemetery, landscaping, or closely related field desirable.

License or Certificate:

Possession of a valid Washington State driver's license; new employees must successfully pass the City's preemployment driver's records check and all employees must maintain an excellent driving record.

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.