

CITY OF ORTING

JOB DESCRIPTION

Job Title: Maintenance Worker Lead

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 Lead 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 from “Maintenance I or II” level is based upon meeting qualifications and satisfactory job performance. Maintenance Worker Lead, under direction of the Public Works Supervisor, leads and oversees Maintenance I & II Workers and participates in a variety of skilled and semi-skilled labor duties in the maintenance, operation, and repair of all city facilities.

REPRESENTATIVE DUTIES

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

Maintenance Worker Lead: (along with the Maintenance Worker I & II duties, as needed)

- Provide lead supervision and training to assigned staff responsible for the maintenance, operation, and repair of City streets, curbs, sidewalks, and flood control systems; and operate and maintain a wide variety of maintenance tools and equipment.
- Provide lead supervision to assigned staff on proper safety procedures related to all work performed; participate and oversee safety and training sessions and seminars; train assigned staff in the methods and techniques of operations, repair, maintenance, and service to the public.
- Participate in the development of goals and procedures for maintenance, operations and service.

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- Provide oversight of subordinate staff schedule; verify attendance and provide initial approval for leave requests.
- Assist maintenance staff in performance of duties.
- Respond to emergency calls and/or perform after-hours duties as directed.
- Estimate time, materials, and equipment required for jobs assigned; track and maintain inventory; schedule and account for maintenance equipment; and requisition materials as required.
- Oversee customer service regarding the notification of residents related to maintenance projects and coordinate with City departments regarding maintenance projects.
- Maintain records related to maintenance activities.
- Oversee the operation of construction and maintenance of equipment including power and hand tools, backhoe, concrete saw, soil compactor, dump truck, skip loader, trencher, water tank truck, chain saws and other related equipment; monitor vehicles and equipment for preventative maintenance and perform light repairs.
- Oversee traffic control operations when working in traffic areas of the City; direct and control traffic around work sites.
- Notify the appropriate personnel when discovering or witnessing a hazardous situation; isolate and deny entry until proper authorities respond.
- Perform related duties as required.

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.
- Principles of lead supervision and training.
- Principles of hazardous waste collection and disposal.
- Material Safety Data Sheets (MSDS) related to area of work assigned.
- Hazardous Materials Program (HazMat) related to area of work assigned.
- Record keeping principles and practices.

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.
- Effectively lead other workers as assigned.
- Interpret, explain, and enforce departmental and City policies and procedures.
- Determine, and properly dispose of, hazardous waste.
- Maintain accurate records and files.

Education and Experience Guidelines

High School diploma or equivalent and five (5) years of increasingly responsible experience performing landscape maintenance and repair.

License or Certificate:

- 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.
- City's Defensive Driving Course within six (6) months of employment
- Valid Traffic Control Flagging Card within six (6) months of employment
- Valid First Aid/CPR Card within six (6) months of employment
- Confined Space Entry Certificate within three (6) months of employment
- Basic Electrical preferred or obtained within six (6) months of employment
- Wastewater Collections I Certificate - preferred or obtained with an incentive pay
- Arborists Certification - preferred or obtained with an incentive pay
- Pesticide Sprayers License or Arborists License - required
- Pumps, Motors preferred or obtained within six (6) months of employment.
- Pesticide Sprayer License – required
- Maintenance Worker Lead will be selected through a competitive process

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.