



# JOB DESCRIPTION

**Job Title:** Public Works Maintenance Worker I & II

**Department:** Public Works

**Reports To:** Public Works Operations & Maintenance Manager

**Overtime Classification:** Non-Exempt

**Date:** January 2016

**Definition:**

Responsibilities include the performance of semi-skilled and skilled tasks of varying complexity involved in the recurring maintenance, installation and repair work within street and storm water systems of the Public Works Department. The operation of equipment, tools and vehicles is necessary to accomplish assigned tasks. Work is performed cooperatively, in a manner that ensures individual, co-worker and public safety. Office work involving the use of a computer is required. This is a full-time (40 hours per week) position, which is FLSA-covered and eligible for overtime compensation.

**Supervision Received and Provided:**

All maintenance workers are generally supervised by the Public Works Operations & Maintenance Manager. Maintenance Workers I and II are directly supervised by a Lead Maintenance Worker or Senior Lead Maintenance Worker. Maintenance Workers I or II may be required to assist the Lead or Senior Lead Maintenance Workers in the oversight of Seasonal Maintenance Aides, Maintenance Aides, volunteers, and/or community service workers from the justice system.

**Essential Job Functions:**

- Provide guidance and training to less experienced workers.
- Use a variety of hand- and power-operated tools and equipment such as shovels, picks, hand and riding mowers, drills, jackhammers, gas-powered leaf sweepers, welders, compressors, chain saws, pressure washers, line trimmers, edge trimmers, hedge trimmers, etc.
- Perform assigned work to maintain streets, park features, and storm water facilities, in accordance with established procedures.
- Perform recurring inspection of streets, street features, parks and playground equipment, storm drain lines, and manholes.
- Maintain roadways, including patching, filling potholes, paving, litter pickup and sweeping.
- Maintain city right-of-way, including landscaping.

- Proficiently operate all departmental and rented heavy equipment such as excavators, backhoes, loaders, dump trucks, pavers, rollers, mowers, graders, snowplows, and sander trucks.
- Perform the handling and/or application of hazardous materials in accordance with state regulations.
- Maintain stormwater facilities, including vegetation, structures, fencing, litter, etc.
- Apply fertilizers, herbicides, insecticides, and other chemicals to parks, stormwater facilities and roadside areas, trees and shrubs.
- Perform basic carpentry, cement work, painting, and other similar tasks to accomplish primary activities.
- Operate a personal computer and applicable software to document work, including the daily maintenance of work orders using asset management software.
- Ensure fleet vehicles are properly maintained and clean.
- Respond to emergencies on a 24-hour basis, including response to snow and ice events.
- Driving is essential to perform job functions (see special requirements).

**Non-Essential Job Functions:**

- Respond to public inquiries in a courteous manner; provide information within scope of knowledge, or refer to employee of the appropriate level of authority.
- Perform other related duties, as assigned/required.

**Qualifications:**

**Knowledge of:**

- Maintenance equipment, construction, and repair methods and procedures for streets, catch basins, and related facilities.
- A personal computer and various software, particularly Microsoft Word.
- Safety standards and precautions regarding related work, as prescribed by WISHA.
- Proper use of English and grammar.
- City government functions, policies, rules and regulations.

**Ability to:**

- Use the mechanical tools of the trade.
- A personal computer and job-related software.
- Read, write, and comprehend the English language.
- Understand and follow written and oral directions.
- Work cooperatively in a work crew.
- Perform heavy manual labor in all weather and/or dirty, uncomfortable conditions.
- Sustain continuous physical effort including frequent bending, walking, and lifting heavy equipment.
- Ability to establish and maintain effective working relationships with other employees and the general public.

- Skillfully use the hand tools and equipment of the trade.
- Proficiently operate equipment such as backhoes, front end loader, street sweeper, dump truck, and other more complex equipment.
- Work independently.
- Respond to emergencies on a 24-hour basis.

### **Education and Experience:**

#### **Level I MINIMUM Criteria:**

High School Diploma or G.E.D. and a total of two (2) years of experience in street, storm water systems, and maintenance equipment operation; or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and abilities required to successfully perform the responsibilities of the position.

#### **Level II MINIMUM Criteria:**

High School Diploma or G.E.D. and a total of four (4) years of full-time experience in street, storm water systems, and maintenance equipment operation; or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and abilities required to successfully perform the responsibilities of the position.

#### **Level I PREFERRED Criteria for Outside of City Hires: *(In addition to Minimum Criteria)***

Two (2) or more years of municipal or government employment experience.

#### **Level II PREFERRED Criteria for Outside of City Hires: *(In addition to Minimum Criteria)***

Four (4) or more years of full-time municipal or government employment experience.

### **Special Requirements:**

- Valid Washington State Driver's License with driving record free of serious or frequent violations. CDL Class B (for Level I) or CDL Class A with a Tank Vehicle (N) endorsement (for Level II), or the ability to obtain those requirements within six (6) months of employment.
- Valid Flagger certificate and CPR Certification, or the ability to obtain within six (6) months of employment.
- National Incident Management System (NIMS) training for the following series: 100, 200 and 700, or the ability to obtain those requirements within six (6) months of employment.
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment.
- Acceptable results from a nationwide criminal background check.

### **Physical Demands and Work Environment:**

- **Constant Demands:** Driving, standing, walking, climbing, balancing, stooping, kneeling, crawling, pushing, pulling, feeling, reaching, lifting, grasping, twisting above the waist and reaching (knees to shoulder and above shoulder), bending at waist, repetitive hand and arm motion, and fine finger manipulation in the use of a computer.
- **Frequent Demands:** Sitting, talking, hearing, seeing, writing.
- **Work Environment:** Construction site environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals, heat, cold, toxic materials, and inclement weather conditions; work or inspect in confined spaces or underground; work in or with water; work around heavy construction equipment.