

ORGANIZATION:	City of Canby	DATE:	August 2011
DEPARTMENT:	Public Works Operations	UNION:	AFSCME Represented
TITLE:	Maintenance Worker I	FLSA STATUS:	Non-Exempt

PURPOSE OF POSITION: Depending on area of assignment, perform a variety of routine operations, activities, and maintenance tasks of a limited to moderate complexity to maintain the infrastructure within the City, including streets, storm and sewer collection systems, parks, green spaces, sports fields, and facility maintenance. Operate, maintain, and repair various public works equipment.

Tasks are performed within well-defined procedures and are reviewed regularly for accuracy, adherence to established policies and procedures, quality and thoroughness. Assistance is readily available from co-workers and/or supervisors. Problems are identified and a solution is suggested to a lead worker/supervisor for approval. Work is performed under close supervision.

ESSENTIAL JOB FUNCTIONS (may vary depending on area of assignment):

Clean, maintain, inspect and repair City streets, sidewalks, pathways, and right-of-ways including street cleaning, pavement patching, concrete forming/finishing, sanding/removing snow and ice, and cutting and removing trees and vegetation. Layout and paint pavement markings. Remove old pavement markings as necessary. Install, inspect, repair and replace various street and regulatory signals/signs/lights and barricades, posts, etc. Use and operate flagging equipment to control traffic in vicinity of public works crews.

Install, maintain, inspect and repair of City sanitary sewer and storm drain systems, including: clean sanitary sewer and storm lines, remove debris, inspect and repair manholes and catch basins, install and remove flow monitoring equipment, mow vegetation, mix and apply chemicals. Dye and smoke test system to establish service connection, flow tests and any infiltration/exfiltration that may be present. Conduct locates to accurately mark underground infrastructure lines.

Maintain turf areas, mow, aerate, fertilize, irrigate, control weeds, maintain annual and perennial flowerbeds in parks landscape areas and other areas as assigned, apply bark dust/chips, maintain/repair/replace sprinkler heads and lines, and other similar activities.

Maintain appearance of facilities, parks, green spaces, and sports fields by performing such tasks as minor carpentry and plumbing repairs, painting, fence repair, collect and dispose litter and garbage, rake/remove leaves, haul and/or chip brush and limbs, control pests. Check, clean and restock restrooms.

Perform various special event tasks such as hanging banners, setting up and taking down holiday decorations, setting up barricades, assisting with traffic, etc.

Operate various public works equipment, e.g. dump truck, loader, tractor, backhoe, power and riding mowers, jack hammer, chain saw, lance torch, high pressure cleaners, edger, blower, brush saw, misc. hand tools, etc. Perform operator maintenance, such as conducting pre- and post-operation checks, maintaining proper fluid levels, changing parts, cleaning, etc. Adhere to and perform established maintenance schedules as needed on vehicles and equipment, e.g. service, tune-ups, etc. Inspect all equipment, attachments and tools for safety.

Conduct monthly inspections throughout City facilities - fire extinguishers, fire sprinkler systems, air conditioning and heating units, and security and alarm systems. Perform maintenance and minor repairs/replacements as needed. Assist outside contractors in assessment of major repair needs. Conduct proper paperwork. Track and document materials usage.

Maintain and organize tool room, supplies, and stock. Ensure that all hand tools are accounted for and are placed in a safe and usable condition. Perform general inventory to account for all supplies, tools and equipment. May enter totals, reconcile in computer, and run related reports.

Represent the City in a positive and professional manner. Respond to questions from citizens and visitors. Direct visitors to desired locations. Provide general assistance as needed.

Conduct preventative maintenance or repair on variety of small engine equipment. Troubleshoot problems.

Respond to emergency situations as needed.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: General knowledge of the proper operation and maintenance of vehicles, tools and equipment, practices, methods, hazards and safety precautions used in the maintenance and repair of City infrastructure, including streets, right-of-ways, storm/sanitary sewer systems, parks, the WWTP, facility maintenance, and general equipment servicing methods. Equivalent to high school education and some relevant experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Possession of valid Driver's License with acceptable driving record. Ability to obtain within six months of appointment - a Class B Oregon Commercial Driver's License, Work Zone Traffic Safety Certifications, and a current CPR/First Aid card. Depending on area of assignment, may require, within twelve months of appointment – Confined Space Entry, Forklift Certification, Hazardous Material Certification, Playground Inspection Certification, Pesticide Applicators License, Level I Collection Certificate, and/or Level I Wastewater Operation Certificate.

DESIRABLE REQUIREMENTS: Previous experience in a municipal public works department or in construction trades.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, sit, bend, crawl, kneel, grasp, stoop, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Many duties are physically demanding requiring entry to confined spaces and occasionally moving materials weighing up to 100 pounds. Movement of materials weighing up to 25 pounds may consume up to 15% of the work period. Activity and types of duties performed require manual dexterity and coordination.

WORKING CONDITIONS: The majority of duties take place outside of buildings with exposure to all types of weather conditions on a year-round basis, sewage, bio-hazards, traffic, dirt, oil, grease, fumes, noise and chemicals. May work around heavy equipment and machinery or in high locations. Entry to confined spaces is required on an infrequent basis. The remainder of the work period occurs under usual office working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noises. May require working on rotating shifts, weekends and holidays and may carry a pager.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students, seasonal and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Public Works Operations Director. Receives direction and scheduling from a section Lead Worker.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.