

CITY OF CANBY - JOB SUMMARY

Maintenance Worker - Seasonal

March 2018

POSITION OVERVIEW: These are limited duration positions, not to exceed six months or 600 hours. Positions are full time, with some flexibility, non-exempt and non-represented. Paid sick leave is included in compliance with Oregon Sick Leave Law. Other benefits not included. Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices. Located at the City Shops, this position is scheduled by a Lead Maintenance Worker and may receive direction from other staff as designated.

RESPONSIBILITIES: This summary covers the most significant essential duties performed by the position, but does not include other occasional work, which may be similar, related or a logical assignment for the position. **Duties may vary depending on area of assignment.**

- Maintain landscaped areas, control weeds, maintain annual and perennial flowerbeds as assigned; apply bark dust/chips, maintain, repair, replace sprinkler heads and lines, and other similar activities. May mow, aerate, fertilize, irrigate, etc.
- Maintain appearance of facilities, parks, green spaces, and sports fields by performing such tasks as minor repairs, painting, collect and dispose litter and garbage, rake/remove leaves/debris, haul and/or chip brush and limbs, control pests. Check, clean and restock restrooms.
- Assist as needed to clean and maintain City streets, sidewalks, pathways, and right-of-ways including street cleaning, pavement patching, concrete forming/finishing, sanding, and trimming 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.
- 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. 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 preventative maintenance or repair on variety of small equipment. Troubleshoot problems.
- Assist as needed with maintenance, burials and other job duties at the cemetery.
- 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.
- Respond to questions from citizens and visitors. Direct visitors to desired locations. Provide general assistance as needed.
- Respond to emergency situations as needed to assist staff.

- Maintain positive and cooperative working relationships with City staff, other organizations and the general public. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer. Interact with people in a professional and tactful manner.
- Follow all safety rules and procedures for work areas. Coordinate and perform other projects, functions, and tasks, as assigned.

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. Ability to establish and maintain effective working relationships with employees, officials and the general public. Ability to exercise resourcefulness and perspective in developing solutions and recommending new techniques. Ability to use good judgment in prioritizing daily and routine responsibilities and work efficiently and effectively in a fast-paced environment which includes changing priorities and frequent interruptions.

Any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Must be at least 18 years old. Possession of valid Driver's License with acceptable driving record.

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 50 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, sewage, bio-hazards, traffic, dirt, oil, grease, fumes, noise and chemicals. May work around heavy equipment and machinery. 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 weekends, holidays, or outside of regular business hours.

SALARY AND BENEFITS: \$15.00 an hour. Paid sick leave is included in compliance with Oregon Sick Leave Law. Other benefits not included.

TO APPLY: View <http://www.canbyoregon.gov/Jobs/jobopenings.htm> for application materials. Multiple positions are available. Recruitment will remain open until all positions are filled.