

**CITY OF BONNEY LAKE
POSITION DESCRIPTION**

Class Title: Maintenance Worker I
Department: Public Works
Division: Maintenance & Operations
Date: July 16, 2007

Job Code Number:
Grade Number: 10
FLSA Status: Non Exempt
Location: Public Works Shops

GENERAL PURPOSE

To perform general labor and semi-skilled work in the construction, maintenance and repair of the City's streets, storm, water, sewer system, parks and facilities.

SUPERVISION RECEIVED

Works under the general direction of the Public Works Crew Leader and supervision of the Assistant Public Works Director

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

GENERAL

Sets up traffic control devices and performs flagging functions in work zones; ensures a safe working environment according to established safety guidelines.

Performs routine building maintenance of city facilities.

Mows grass, rakes leaves and clears debris and litter from walks, fields, streets, parking lots, courts and other facilities.

Safely operates and/or drives various equipment and machinery.

Digs ditches and refills them when work is completed, restoring site to its original or better condition.

Responds to complaints and service requests, evaluates situation and explains findings to supervisor.

Interacts courteously with citizens, customers, vendors, the public and other employees.

Contacts residents and business owners in area where services or access may be discontinued and explains when access or services will be restored.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools before and after use.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor.

Maintains a variety of records relating to maintenance activities, inspections, repairs, etc.

Performs required labor involved in construction and maintenance projects as part of a crew.

Operates and maintains emergency generators during outages.

In addition to above, employees assigned to the following areas have more specialized duties described as follows:

SANITARY SEWER SECTION

Assists in the installation, repair, maintenance, and replacement of the various components of the public sewer collection system including: Sewer gravity and pressure line mains, side sewer lines, manhole structures, grinder pump facilities, valves, and other sewer infrastructure; Assists in locating underground sewer system pipes for both city and developer/builder use. Works closely with the One-Call program to accomplish this work in a timely and professional manner.

STORM WATER SECTION

Assists in the installation, repair, maintenance and replacement of the various components of the public storm water system including: storm drain lines, catch basins, roadside ditches, infiltration galleries, detention/infiltration ponds, and other storm water infrastructure; Assists in locating underground storm water system pipes for both city and developer/builder use. Works closely with the One-Call program to accomplish this work in a timely and professional manner; Performs weed and vegetation control services including herbicide application.

STREET SECTION

Assists with various street maintenance, repair, and construction activities including but limited to the following activities: assists in applying street overlays, chip sealing, and seal coating; patches and seals potholes; applies crack sealing; removes debris and performs general road side maintenance; Assists in sidewalk, curb and gutter, and storm water catch basin repair. Works with concrete and asphalt materials to accomplish this work; Removes, repairs, replaces and installs street identification and traffic control signs; cleans and maintains existing signs; trims vegetation that present safety hazards. Becomes knowledgeable in the MUTCD manual with respect to traffic control sign installation procedures; Paints and maintains crosswalks and cross bars; Performs weed and vegetation control services; Performs roadside litter and debris control.

WATER SECTION

Assists in the overall installation, repair and maintenance of the public water distribution and treatment system; Assists in installation, repair, maintenance, operation, and replacement of various water system components including but not limited to: water mains, service lines, hydrants, water meters, wet wells, storage tanks, emergency generators, booster pumps, check valves, and various other components; Assists in water meter setting, testing, reading, shut-off, and turn-on activities. Works closely with the billing office to accomplish work in a timely and professional manner; Assists with cleaning and flushing water mains, fire hydrants, water services, wet wells and storage tanks; Assists in locating underground water system pipes for both city and developer/builder use. Works closely with the One-Call program to accomplish this work in a timely and professional manner.

PARKS SECTION

Assists with the installation of utility lines and pipes, irrigation systems and storm drainage facilities; Operates and maintains irrigation systems; Assist in the installation, maintenance and repair of parks, ball fields, trails, courts, irrigation systems and other parks and recreation facilities; Cleans restrooms and empties trash receptacles; Performs various grounds keeping functions, which include but are not limited to; mowing, watering, fertilizing and maintaining trails and greenway systems, turf and other landscaped areas, pulling weeds, planting and pruning trees, shrubs, flowers and lawns.

PERIPHERAL DUTIES

May serve as a member of various committees as assigned.

Physically/mentally capable of working up to 15 hours at a time. Able and willing to work any day or time during emergencies for snow/ice control work, natural disasters response and recovery or for other unscheduled emergencies.

Perform basic recordkeeping with computer.

Assist and/or move furniture in various buildings, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. High School graduate or equivalency, and;
- B. One (1) to three (3) years experience in the construction trade related to the position;

Necessary Knowledge, Skills and Abilities:

- A. Basic knowledge of construction, maintenance and repair procedures and practices; knowledge and skill in the operation of a variety of light equipment, hand tools and

portable equipment; knowledge of safe principles and practices of traffic control and flagging; knowledge of safety standards and precautions related to work; and

- B. Skill in operation of the listed tools and equipment; and
- C. Ability to understand and follow oral and written instructions; ability to communicate clearly and concisely; ability to perform heavy manual labor in all weather conditions and in dirty, uncomfortable conditions; ability to work independently and to complete daily activities according to work schedule; ability to establish and maintain effective working relationships with supervisor, employees and the public.

SPECIAL REQUIREMENTS:

Valid Washington State Driver's License endorsed for CDL Class A (or must ability to obtain CDL within six months from date of hire) and driving record acceptable to City's insurance authority, valid CPR/First Aid and flagger certification.

PREFERRED QUALIFICATIONS

Basic Computer Skills; Water/Sewer Distributions Specialist; Asbestos Pipe Certification; Pesticide/Herbicide Applicators License.

TOOLS AND EQUIPMENT USED

Pickups, one yard loaders or less, tractors and implements, pipe pusher, rollers, jackhammers, air compressors, concrete saws, chain saws, rakes, shovels, mowers, blowers, leaf machines, hand tools, chippers, small power equipment, generators, pressure washers, sprayers and spreaders, forklifts, computers, personal protection equipment, and various other tools and equipment.

PHYSICAL DEMANDS

The physical demands described here 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 functions. Frequently works on uneven and steep surfaces that are often wet and slippery

Physical ability to walk, climb, bend, stoop, kneel, crouch and must be able to work in confined spaces. Talking, hearing, using hands to handle, feel, operate objects, tools or controls and reaching with hands and arms. Vision abilities required include close, distance and peripheral vision, depth perception and the ability to adjust focus.

Employee must have the physical strength and ability to sufficiently perform manual labor for extended periods of time under dirty and uncomfortable situations. Ability required to push, pull, lift and/or carry up to 51 pounds repeatedly in the normal course of duties.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed outdoors in all weather conditions and requires heavy physical labor. Work may be in hazardous areas, including street surfaces, rights-of-way, medians, ditches, pits and underground vaults; and around heavy equipment or potentially dangerous tools. Assignments may occasionally require work in inclement weather and/or dirty, wet noisy or cramped work sites. This position requires the physical ability to perform manual tasks, and mobility to navigate all types of surfaces and terrain.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.