

City of Sweet Home Job Description

Job Title: Municipal Maintenance Worker
Department: Public Works
Division: Maintenance
Section: Streets / Buildings & Grounds
Reports To: Maintenance Lead Worker and/or Maintenance Superintendent
FLSA Status: Nonexempt
Union Position: Yes
Prepared Date: 10-2012
Approved By: Public Works Director and Union Local President
Approved Date: December 11, 2012

SUMMARY

Primarily considered an entry level position, person filling this position will be expected to maintain and repair property of municipality by performing semiskilled and skilled manual labor in general construction and maintenance operations primarily within the public transportation system, public facilities, buildings and grounds.

Perform transportation system preventative maintenance and repair/replacement activities including maintain and repair asphalt, gravel and concrete surfaces. Fabricate, install and maintain traffic control and informational signs. Perform street maintenance services such as snow/ice control, street flushing/sweeping and leaf collection.

Repair and maintain the City's public buildings and grounds as necessary. Construct or remodel facilities, inspect major building components and assist with repair and maintenance schedules.

These tasks are illustrative only and may include other related duties; May be assigned to work on the Utilities crews.

Incumbent is generally expected to work under moderate to close supervision and exercises minimum to moderate independent judgment as part of regular duties.

Work involves a variety of duties involving physical exertion for extended periods and routine use of small hand or machine tools or operation of one or more pieces of complex power equipment. Work may be performed with independence after the routine is learned. The more complex manipulative operations are usually performed under close supervision as a member of a crew. All work is subject to check in process and upon completion for adherence to work standards and schedules.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not exclusively limited to, the following.

Other duties may be assigned.

Be at work on time.

Be available for work.

Give a full day's work.

Respond in a positive manner to directions.

Learn present job as well as new jobs.

Adjust to change.

Get along with others.

Know and follow the rules, policies, practices and procedures of the department.

Be physically and mentally fit for work.

Work as a member of a utilities crew: assists in laying and joining sewer and water pipeline; installs fitting valves and fire hydrants; taps and repairs water lines; installs and repairs water meters; opens, flushes, patches, lays and cleans sewer lines; building and cleaning manholes, catch basins, and other drainage facilities; operates farm type

tractors, jackhammers, air compressors, and related light equipment.

Work as a member of a street maintenance crew, participate in patching chuckholes with hot mix, setting forms for curbs and gutters, unloading and spreading street surfacing materials and related tasks; operates light pickup and dump trucks, boom trucks, farm type tractors, jackhammers, air compressors, and related light equipment as necessary to balance work load among employees. Incumbent may be required to operate backhoe, grader, HVC and street sweeper at any given time when properly trained.

Fabricate, install, repair, and maintain directional, regulatory, warning and guide signs. Install, repair and maintain pavement and curb markings. Perform all phases of asphalt, gravel and concrete patching, paving, repair and maintenance. Grade and rock unimproved streets and shoulders. Maintain and repair bike lanes and ADA ramps.

Maintain daily records and reports pertaining to activities, equipment, and materials utilized as required. Inspect and repair building systems and major components. Maintain City owned and leased building systems and grounds as necessary and/or required. Modify or remodel buildings and grounds. Set up meeting rooms, move furniture, etc.

Uses stencils to construct street signs; participates as a member of a crew or individually in operating a street striping machine; sets sign posts and installs street signs; operates scotch lighting and silk screen sign making apparatus.

Does minor mechanical work and other related work as required.

Represent the City of Sweet Home by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regard everyone, internal and external, as customers and deliver the best service possible in a respectful and patient manner.

This position may be required to respond to after hours and/or emergency call outs. Under certain circumstances position may involve working overtime and on weekends as needed.

SUPERVISORY RESPONSIBILITIES

Supervision is not a typical function of this position. Lead work/coordination of the work of others is not a typical function assigned to this position. Incumbents in this position may be asked to provide training and orientation to newly assigned personnel occasionally as the need may arise.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Passing a pre-employment drug test is required.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and two years verifiable experience relating to construction, maintenance, or repair of streets, traffic signals, pavement markings, concrete, or any equivalent combination of related education, experience and training which demonstrates the knowledge, skills and abilities to perform this position.:

Skill in the operation of small machines, tools and one or more pieces of complex power equipment.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Ability to understand and follow oral instructions.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid State of Oregon Motor Vehicle Driver's License is required.

A valid State of Oregon Motor Vehicle Commercial Driver's License (CDL), or the ability to obtain within six (6) months of placement, is required. The ability to obtain a Class A with Tanker endorsement CDL within twelve (12) months of placement is highly desirable.

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.

Ability to perform heavy manual labor for extended periods.

While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

Ability to form efficient and effective working relationships with other employees and the public.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually loud.

