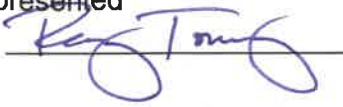




Effective: October 22, 2019
City of Sweet Home
Municipal Maintenance Worker
Job Description
FLSA Non-Exempt
AFSCME Represented
Approved by: 

Municipal Maintenance Worker

The City of Sweet Home values trustworthy employees with a positive attitude who are willing to offer great service, are committed to customer satisfaction and actively support and uphold the City's mission and values. Professionalism, tact, and strong interpersonal skills are important to be an effective and efficient team member. Day to day responsibilities are unique to each role but contribute to a common direction and a collaborative work environment. Regular attendance is essential for continuity, productivity and success. Practicing good judgement which exemplifies integrity is essential. Employees are to be responsible and accountable for their work and treat others in a respectful and supportive manner. The City encourages employees to develop themselves professionally and personally.

A. SUMMARY:

This position is a mid-level position within the Public Works department. Incumbents are expected to be competent and skilled in the duties of the entry-level Maintenance Worker 1 in addition to the duties listed below.

The incumbent in this position may be required to work in any of the four Public Works divisions which include Parks & Facilities, Streets, Water and Wastewater. This position will perform general maintenance, repair and construction on City streets, park grounds, trails and facilities; as well as water, sewer, and stormwater systems. These tasks are illustrative only and may include other related duties.

B. SUPERVISION RECEIVED AND EXERCISED:

This job does not have any formal supervisory responsibilities. Work is performed under the direction of the Operations Manager, or his/her designee; who reviews work on the basis of results obtained.

C. EXAMPLES OF DUTIES:

The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

1. Cleans, maintains, operates, and repairs the wastewater collection and storm water systems. Repairs and maintains collection system main pipelines, cleanouts, catch basins, and access to system manholes, taps and lines.
2. Inspects and tests water distribution system. Cleans, maintains, operates and repairs the water system, including live lines situations. Installs, maintains, repairs and replaces fire hydrants. Replaces water service mains. Relocates utility lines as needed.
3. Inspects, installs, maintains, tests and repairs the City's water meter, and automatic meter readers; and performs duties related to utility billing service orders. Responds to customer

- issues involving flow and pressure related concerns, performs necessary testing and makes necessary repairs.
4. Performs routine inspection and preventive maintenance of assigned equipment and tools by cleaning and checking equipment and tools before and after use. Defects or needed repairs are reported to the supervisor.
 5. Support Crew Leaders with work-order management.
 6. Maintains and repairs landscaped areas, including turf, trees, shrubs and irrigation.
 7. Maintains, repairs and constructs park facilities, grounds and trails. Assists with landscaping, horticultural, and forestry projects. Assists with noxious weed management.
 8. Maintains equipment in clean and safe condition; always operate equipment safely. Promotes safe conditions in all facilities.
 9. Assists with irrigation system installation and maintenance. Assists with set up and operation of special events.
 10. Assists with new construction and remodeling in such areas as carpentry, painting, plumbing, concrete work, excavation, wildlife habitat and upland natural areas.
 11. Connects, removes, and replaces service line connections; performs valve insertions; and performs new service installations for residential, commercial, and industrial customers.
 12. Performs daily vehicle safety checks before operating the truck and reports any vehicle malfunctions to supervisor. Maintains trucks including fueling, routine cleaning, and general and preventative maintenance; assures supervisor is aware of routine service and repair needs of assigned vehicles.
 13. Maintains storm water pipelines, stormwater catch basins, water quality ponds, and open drainage-ways. Perform inspection, vegetation removal, channel management and bank stabilization.
 14. Performs required labor involved in the construction and maintenance of pavement cutting; ditch cleaning; crack sealing; base repair, sidewalk, curb and gutter, and wheelchair ramp repair; line cleaning; pipe repair; pipe laying; and backfilling according to established city construction standards.
 15. Drives trucks of various sizes and weights in the loading, hauling, and unloading of various equipment and materials (gravel, asphalt, etc.).
 16. Attends professional development workshops and conferences to keep abreast of trends and developments in the field.
 17. Represents 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. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful and patient manner.
 18. Assists other staff in the performance of their duties as assigned.
 19. Maintains regular job attendance and adherence to working hours.
 20. Operates a motor vehicle safely and legally.
 21. Performs other duties as assigned by supervisor.

D. WORK ENVIRONMENT/PHYSICAL DEMANDS:

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.

1. In the performance of job duties, the employee is frequently required to walk, sit, talk, and hear.
2. The employee is occasionally required to use hands to finger, handle, feel, and operate objects, tools, or controls; and reach with hands and arms.
3. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

4. Ability to form and maintain efficient and effective working relationships with other employees and the public and must demonstrate the ability to maintain self-control and professional attitude when dealing with hostile persons or under adverse conditions.
5. The majority of duties take place outside of buildings with exposure to all types of weather conditions and terrain on a year-round basis, which includes sewage, dirt, grease, oil, fumes, chemicals, wet conditions, and noise which may require hearing protection.
6. Position is subject to emergency on-call response.
7. In the performance of job duties, the employee must be able to sit for prolonged periods of time, climb in and out, and crawl under trucks.
8. The employee is occasionally required to perform manual labor for extended periods of time under adverse weather conditions;
9. In the performance of job duties, the employee must occasionally climb ladders and stairs; work in confined spaces; stand or walk for extended periods of time; bend, push, and squat;
10. Sufficient knowledge and manual dexterity to use hand and power tools.
11. Must be able to lift up to 50 pounds.

E. ADDITIONAL POSITION REQUIREMENTS:

Ability To

1. Communicate effectively orally and in writing with architects, contractors, developers, property owners, supervisors, employees, and the general public; and establish effective working relationships.
2. Operate mowers and other mid-sized motorized equipment including hand and powered tools.
3. Operate light and heavy construction and power equipment (backhoe, excavator, Bobcat, etc.)
4. Operate a motor vehicle safely and legally.
5. Perform all duties in conformance with appropriate safety policies and procedures.
6. Safely drive and operate a truck and/or vehicle. Use appropriate personal protective equipment.
7. Work in a team-oriented environment, but also work alone while driving or at a worksite, under supervisory direction while performing duties thoroughly and accurately, in accordance with Department policy.
8. Effectively communicate, customer service, and interpersonal skills. Ability to use ordinary conversational skills and courtesy to exchange routine information and provide routine assistance.
9. Use hand and power tools; heavy and specialized equipment; automobile or truck and trailers; and other related tools and appropriate personal protective equipment.
10. Conform with all safety rules and perform work in a safe manner. Practices safe job-site methods while performing duties.
11. Comply with all Administrative Policies. Perform work in accordance with Council Policies and Municipal Code sections applicable to the position.
12. Verbal and written language skills sufficient to read and follow road signs, read and follow standard operating procedures, prepare written reports and communications, and communicate verbally with others.
13. Respond to afterhours and/or emergency callouts. Under certain circumstances, this position may involve working overtime and weekends as needed.

Required Knowledge and Skills

1. Thorough knowledge of traffic laws and defensive driving.

2. Knowledge and understanding of work-related safety practices, OSHA and environmental rules and regulations, particularly in regard to work in confined space and/or hazardous conditions. Knowledge of Department of Environmental Quality guidelines.

License and Certificate

Oregon Driver's License with good driving record required for use of City vehicle.

Experience and Education

Incumbent must have a high school diploma or general education degree and two years' experience in water, sewer, stormwater maintenance, or any public infrastructure construction, i.e., streets, parks or related experience; or,

Combination of education, training or experience providing the required knowledge, skills, and abilities necessary to perform the essential functions of the position.

Special Requirements

Possession of a valid Oregon Class A Commercial Driver's License (CDL) with tank endorsement and no air brake restriction, or the ability to obtain with twelve (12) months of hire.

Possession of State of Oregon issued cross connection backflow tester certification.

Incumbent must be able to pass random Department of Transportation drug screen.

Demonstrable commitment to sustainability.

Demonstrable commitment to promoting and enhancing equity, diversity and inclusion.

The individual shall not pose a direct threat to the health or safety of the individual or others in the workplace

Incumbents are required to have or obtain within twelve (12) months of hire, the certifications which align with the division(s) in which they're working.

Utilities

Possession of State of Oregon issued water distribution or wastewater collection Level 1 certification.

Streets & Parks/Facilities

Possession of State of Oregon issued herbicide/pesticide spray applicator license with a right-of-way or ornamental turf endorsement.