



Class Title: Maintenance Worker and Sr. Worker

Job Code Number:

Department: Public Works

Division: NA

Date: April 1, 2023

Grade Number:

Union: Teamsters Local 763

Location: Maintenance Shop

IMPACT: to provide senior level guidance and execution of all tasks related to the maintenance of City Assets.

GENERAL PURPOSE

Performs a variety of semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, street, and storm drainage facilities and systems. This position is subject to periodic background checks and random substance testing.

SUPERVISION RECEIVED: All employees report to the City Manager or her designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The following list is comprehensive for Maintenance Worker and Senior Maintenance Worker.

MAINTENANCE WORKER

- Inspects and/or repairs assets as needed. Ensure the proper operation of systems.
- Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.
- Responds to complaints regarding water and sewer systems; evaluates situation; locate the problem and solve the issue.
- Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Operates a variety of power construction and maintenance equipment, including light and medium-sized construction, vehicles and power equipment.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs required labor involved in construction and maintenance projects.
- Closing the job site after careful cleaning.

SENIOR WORKER

- Determines the locations of gas, telephone, power, television, water, storm water, sewer and utility lines from the appropriate sources prior to excavation.
- Serves on various employee or other committees as assigned.
- Assists in the training of lower level employees to increase their skills in the maintenance, construction and repair of water, street and storm drainage facilities.
- Assist the Public Works Maintenance Superintendent with on the job site supervision, making sure hazards conditions are addressed, being able to communicate calmly and direct lower level employees on correct ways to complete the job.

	EDUCATION AND EXPERIENCE	LICENCES & TRAINING
MW	(A) Graduation from high school education or GED equivalent, (B) Three (3) years of related experience, (C) WDM I certificate	Valid WSDOT Flagger’s Certificate, preferred. Valid CPR/First Aid Certificate, preferred. Current Driver’s license Clean driving record Confined space training-preferred
SENIOR MW	(A) Graduation from high school education or GED equivalent, (B) Five (5) years of related experience, (C) WDM II certificate (required), (D) Cross Connection Specialist Certification, (E) Confined space certification, (F) Any equivalent combination of education and experience. (G) Relevant certifications in asset maintenance.	Mastery with equipment and tools. Mastery of safety protocols in the work place. Team building training Valid WSDOT Flagger’s Certificate, preferred. Valid CPR/First Aid Certificate, preferred. Current Driver’s license Clean driving record Confined space training.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, street roller, manlift, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

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 communicate effectively in English is required.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee is also frequently required to operate vibrating equipment.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

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.

Approval: _____
Supervisor

Approval: _____

Appointing Authority

Effective Date:

Revision History