

City of Connell, Washington

Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position.

TITLE

Maintenance Worker II

DEPARTMENT

Public Works

CLASS/EXEMPT STATUS

Non-Exempt

DIVISION

Public Works

SUPERVISOR

Public Works Crew Supervisor

CLASSIFICATION RANGE

10

POSITION SUMMARY

Under general supervision, the Maintenance Worker II performs the routine operational activities of Public Works such as: streets, water, parks, buildings and grounds maintenance, wastewater and/or various other related duties. The position reports to the Public Works Crew Supervisor and may oversee the work of volunteers or inmates.

JOB FUNCTIONS/DUTIES

Facility (Building, Grounds and Parks) Maintenance

- Cleans City facilities such as: floors, fixtures, windows, pools, surfaces, furniture, draperies, etc.
- Removes trash and performs custodial duties for the City's buildings and grounds.
- Restocks facilities, cleaning and restroom supplies as needed.
- Repairs and maintains buildings, such as painting, plumbing, carpentry, mechanical or electrical.
- Maintains tools and equipment for proper operating condition.
- Opens, closes, locks and unlocks facilities as needed.
- Cleans, maintains and regulates chemicals for swimming pools.
- Cleans ditches and channels.
- Removes and trims trees and sprays chemicals to control vegetation using herbicides and pesticides.
- Maintains parks (mowing, weed control, playground equipment, etc.).

Streets

- Maintains roads, traffic control devices, waterlines, and wastewater collection.
- Applies Federal Highway Administration work zone traffic control standards to work sites on and adjacent to roadways, including traffic flagging, directing vehicle and pedestrian traffic away from hazardous areas and putting up signs, cones and barriers to notify motorists of detours.
- Conducts pre-operation inspections of vehicles and heavy equipment.
- Breaks up and removes existing pavement; mixes, rakes, spreads, tamps and rolls asphalt; seals cracks and patches streets; uses basic arithmetic to compute material quantities and flow lines.
- Hooks up trailers to trucks; secures loads and heavy equipment on trucks; transports heavy equipment to and from worksites; operates heavy equipment such as backhoes, forklifts, cranes, tractors, front-end loaders and other heavy equipment utilized in the department.
- Builds forms for a variety of concrete structures, including culvert headwalls, foundations, channels and mixes; pours and finishes cement, including curbs, gutters, sidewalks and water thrust blocks.
- Installs, maintains and repairs road markers and signs; paints curbs and road markings.
- Removes and trims trees and controls other vegetation in ditches and on roadsides.
- Sprays pesticides in the street right of ways and curb lines.

Water

- Installs, relocates and repairs water mains and supply lines; reads meters, replaces and performs repairs to ensure proper operation.
- Takes daily and monthly water samples and checks and maintains all wells, pump stations and reservoirs to ensure proper operations.
- Calculates chemical dosing to the water system and adjusts dosages as necessary.
- Reviews water maps to locate underground water utilities; marks water utilities for locates.

Wastewater

- Operates and maintains wastewater treatment plant, lift stations, pumps, valves, electric motors and filters; changes flow meter charts; takes readings of gauges and temperatures and records readings; reads meters, monitors wastewater flows and packs, greases and oils pumps and equipment regularly.
- Operates sewer cleaning equipment such as: jet rodder and sewer videotaping equipment to perform collection system maintenance.
- Reviews sewer maps to locate underground sewer utilities; marks sewer lines for locates; washes and cleans screens; installs, maintains and repairs sewer main lines; makes other plumbing repairs as needed.
- Performs sample collecting and laboratory testing of wastewater in various stages of process.
- Performs arithmetic calculations to determine necessary changes in chemical dosage and treatment processes and adjusts chemical dosages and treatment processes as necessary.

Safety and Administration

- Provides routine safety quality control inspections on City-owned buildings, tools and equipment.
- Attends safety training sessions to learn and reviews safe work practices; reviews written safety instructions, MSDS labels and training materials, and applies safety knowledge learned in daily work practices.
- Keeps, creates and provides a variety of records.

POSITION REQUIREMENTS**Education**

High school graduate or equivalent.

Experience

Two (2) years' experience in municipal type work, specifically in Public Works. Such work would include, but not be limited to, water, wastewater, parks, buildings and grounds maintenance, streets and maintenance of structures and equipment or equivalent that would provide the required knowledge and abilities to perform the duties.

KNOWLEDGE, SKILLS, ABILITIES AND SPECIAL REQUIREMENTS**Knowledge**

- Safety practices and procedures in related fields.
- Basic knowledge of water and wastewater principles.
- Construction methods and practices in public water system, streets, wastewater collection, parks and building/janitorial.
- Principles of construction, plumbing and electrical work.
- Operation of common types of light to heavy equipment used in construction and maintenance of Streets, Water, Wastewater and landscape.

Skills and Abilities

- Use standard and specialized computer software applications.
- Write reports and procedures concisely.
- Effectively communicate in diagram form, orally and in writing.
- Maintain current skills and knowledge in the proper and safe techniques of building maintenance.
- Resolve daily operational conflicts and issues.
- Plan and organize daily activities and duties.
- Provide oversight to inmates, interns and/or volunteers.
- Establish and maintain effective working relationship with internal support units, customers and vendors.
- Use common hand and power tools, shovels, wrenches, detection devices, mobile radio, ditch witch, etc.
- Use and store safely various herbicides and pesticides.

- Operate, Service, and Repair of motorized vehicles and equipment including dump truck, pickup truck, utility truck, street sweeper, jet rodder/inductor truck, street roller, man lift, tamper, plate compactor, saws, pumps, sewer camera, compressors, sanders, generators, backhoe, front-end loaders, road grader, tractors and other similar types of light to heavy equipment.
- Safely drive vehicles, including Class B commercial vehicles.

Physical Demands/Environmental Conditions

Work is performed both in an office setting and in the field with varying weather conditions and where physical hazards are often present. Exposure to construction settings, dust, noise, rough terrain, weather extremes, electrical energy, hazardous chemicals, fumes, odors, etc. is frequent. Work may be in or with water. Work or inspections may be underground.

Physical effort and agility to frequently lift, carry, push, and pull objects from floor, waist or overhead in excess of 50 pounds and occasionally up to 75 pounds. Position frequently requires standing, walking, sitting, reaching, grasping, twisting, fingering, and bending. Climbing, balancing, bending, stooping, kneeling, crouching, and crawling is often required. Requires arm, hand, and finger dexterity to demonstrate use or operate common tools used in public works activities. Visual acuity required to observe works sites, read written materials, plans, maps, drawings, schematics, etc. Requires auditory ability to carry on conversations in person and over the phone, including the ability to project voice in noisy work settings.

Special Requirements*

- Possess a valid Washington State Driver’s License.
- Possess a valid Commercial Driver’s License (CDL) certification or ability to obtain within 12 months.**
- Certified in CPR and First Aid or ability to obtain within 12 months.**
- Frequently lifts up to 25 pounds of supplies and equipment and occasionally lifts and/or moves up to 100 pounds.
- Responds to emergency situations during and outside regular working hours and weekend work as required.

*Other requirements and certifications may be required by the City, such as: Public Applicators license for herbicides and pesticides and/or Certified Pool/Spa Operator certification.

**IF certifications are not received in the time specified, the incumbent may be demoted or terminated.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	MAYOR APPROVAL	DATE