



Job Description

Public Works Maintenance Worker I

Department: Public Works

FLSA Status: Nonexempt

Reports to: Public Works Lead
Maintenance Worker

Approval Date:

Salary Range: 10

The following job description is designed to outline the functions and position requirements of this job. It does *not* identify all tasks that may be expected, nor, address the performance standards that must be maintained.

General Position Summary: Maintain city utilities including water, sewer services and storm drains. Provide street, public right-of-way and Park maintenance. The Public Works Maintenance Worker is often the 'face of the City' providing initial customer contact.

Essential Functions/Major Responsibilities:

- Performs skilled and semi-skilled work in operation of variety of construction and maintenance duties. Also performs manual labor activities as required by the Public Works Department.
- Assists with a variety of skilled tasks involved in the maintenance and repair of streets, curbs, gutters, street signs, median strips and related public works facilities; paints curbs.
- Operates a variety of hand and power tools in adjusting and maintaining of small and large water meters, traffic signs, power wrenches and air compressors; participates in the City's regular and ongoing water meter replacement program.
- Assists with repairs or replaces any pumps, motors, valves and other water/sewer equipment as necessary.
- Maintains storm drainage system, including clearing of debris from water ways, catch basins, retention systems, ponds, pipes, etc.
- Maintains parks and public grounds by operating cutting equipment such as tractors, lawn mowers and weed eaters.

- Assists with “water turn-offs”.
- Promotes and maintains a safe environment for co-workers and the general public.

Secondary Functions:

- Asphalt patching and basic street repairs; Sets-up and removes barricades to protect crew from street traffic; directs traffic at work sites.
- Maintains vehicles, including oil changes and other preventative maintenance.
- Janitorial work (cleaning floors, facilities and emptying trash).
- Snow removal at city facilities as directed.
- Other work as required.

Job Scope: The Public Works maintenance worker job involves recurring work situations with occasional variations from the norm and a moderate degree of complexity. The Public Works Maintenance Worker works from established procedures under moderate direct supervision with some regular work verification.

Supervisory Responsibility: The job has no formal supervisory responsibilities

Specific Job Skills:

- General knowledge of water and sewer utilities.
- Knowledge of flagging and traffic control.
- Ability to use a variety of hand and power tools.
- Ability to apply preventative maintenance principals.
- Ability to read, speak and write English.
- Ability to perform basic math (add, subtract, multiply and divide).
- Ability to keep accurate records.
- Ability to understand maps and drawings.
- Ability to use independent judgment, use discretion.
- Ability to deal with the general public in a professional manner, including responding to complaints and inquiries.
- Ability to maintain a safe work environment.
- Ability to push/pull 100 lbs. on a regular basis.
- Ability to lift 50 lbs. on a regular basis.
- Ability to hear warning alarms.
- Ability to work safely get into, out of and work in confined spaces.
- Ability to stand continuously.
- Ability to properly use the appropriate personal protective equipment.

Minimum Qualifications:

- High school diploma or G.E.D. is required.
- Minimum of one (1) year experience in the construction, operation, and maintenance of facilities, parks, streets, storm drainage, water or wastewater infrastructures.
- Valid Washington State driver's license with a driving record free from serious or frequent violations.
- Required to obtain Industrial First Aid/CPR Card; Flagging and Traffic Control Card; and Blood Borne Pathogen Inoculations (Hepatitis B) within six (6) months of hire date.
- Required to obtain Asbestos Cement Pipe Work Practice Procedures certification within one (1) year of employment.

Job Conditions: Work environment is outside with exposure to inclement weather and traffic. Work often involves use of and exposure to hazardous materials, including raw sewage and/or a general public who is angry or easily agitated. This work requires occasional overtime and possibly assists with on-call shifts.

First Level Supervisory Approval

Second Level Approval