

**City of West Richland
Job Description**

Job Title: Maintenance Worker – Seasonal
Department: Public Works
Reports To: Operations Supervisor
FLSA Status: Non-Exempt
Prepared By: Roscoe Slade
Prepared Date: April 10, 2013
Approved By: Mayor Brent Gerry
Approved Date: February 9, 2015 (revised)

Summary

Under supervision of the Operations Supervisor, performs semi-skilled and skilled work in the construction, maintenance, repair and cleaning of City streets, curbs, gutters, storm drains, rights-of-way and related structures; operates and maintains a variety of hand and power tools and equipment; performs a variety of semi-skilled and skilled duties in the maintenance, repair, and/or renovation of parks, landscaped areas, and street medians; performs plumbing, carpentry, remodeling, painting, and a variety of other related craft work as assigned; operates a variety of maintenance equipment including tractors, mowers, wood chippers and related maintenance vehicles; performs a variety of semi-skilled and skilled duties associated with the installation, maintenance, and repair of the water distribution system, dewatering system and irrigation system; performs semi-skilled and skilled duties associated with the operation and maintenance of the City's water production facilities, pumping, and storage facilities; performs a variety of semi-skilled and skilled maintenance, operational, and repair tasks involved in the City's wastewater collection system and lift stations; assists in the operation of a variety of maintenance and construction equipment including a pressurized hydro-jetter, video inspection equipment, and/or sewer vacuum truck; performs animal kennel cleaning duties and performs other related duties as assigned.

This is a non-permanent, entry level class within the Maintenance Worker series performing routine and less complex duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Maintenance Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and responsibility.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Repairs street surfaces by cutting or removing loose materials, hand sweeping, and spraying tack coats; identifies and repairs pot holes; dumps, spreads, shovels, rakes, tamps, and rolls asphalt for street patching and resurfacing, crack sealing, thermoplastic overlays, and slurry seals.

- Repairs or replaces cracked, raised, sunken or otherwise damaged sidewalks, curbs, storm drainage facilities and gutters; performs concrete work including removal of old surface material as well as pouring, forming and finishing of concrete.

- Breaks and removes concrete using jack hammers, pavement breakers and other hand and power tools; digs, shovels, hauls, loads and unloads materials; cleans up work sites upon completion of jobs.
- Operates a variety of construction and maintenance equipment and power tools such as tractor, compressor, jack hammer, and concrete saw; maintains hand tools and assigned equipment; performs preventive maintenance on equipment.
- Operates a paint striper or spray gun in painting line markings on pavement including street lines and crosswalks; installs guard rails, traffic markers, delineators and reflectors.
- Prepares, installs, and replaces, City sign posts and signs; cleans and maintains existing signs; trims trees in compliance with line of sight clearance for street signs.
- Performs a variety of duties related to the maintenance and care of assigned sports fields; prepares fields; picks up litter and blows dugouts and cleans bleachers.
- Performs routine maintenance and repair activities for park facilities; inspects and repairs playground apparatus including sealing and adding additional surfacing; inspect, repair, replace and maintain simple water features and drinking fountains; checks and cleans trails and restrooms; stocks materials and supplies as necessary.
- Inspects assigned areas which includes hardscape, soundwalls, public art, fences and gates, park signs and entry monuments, awnings and shade covers; corrects and/or reports safety hazards; reports graffiti and vandalism; paints and repairs park furnishings; performs general grounds cleaning; cleans and maintains assigned areas; picks up and discards trash and litter.
- Performs special park maintenance duties as assigned; sets up parks for special events; takes down equipment and cleans up after events.
- Installs, repairs and maintains irrigation systems, including controllers and weather stations; adjusts, repairs and replaces timing mechanisms; inspects, troubleshoots and repairs backflow devices and booster pumps.
- Performs a variety of semi-skilled and skilled maintenance, repair, and minor construction work of city parks; performs and assists in parks maintenance involving plumbing, carpentry, electrical, remodeling, painting, and a variety of other craft work.
- Maintains internal and external facility lighting fixtures including replacement of ballast, light bulbs and fluorescent tubes as necessary.
- Performs a variety of carpentry duties; assembles a variety of office furniture including large bookcases, chairs and tables; moves and relocates office furniture; installs and/or makes adjustment to desks, chairs, files, and keyboard trays.
- Installs, repairs, and maintains a variety of plumbing fixtures and fittings including sinks, toilets, faucets and related equipment in parks.
- Performs pest extermination and removal duties as necessary.
- Moves and arranges furniture and equipment as assigned, including set-up and take down of furniture and facilities for special events and meetings.

- Maintains city right-of-ways; mows and trims weeds.
- Performs special projects as required; installs, repairs, and maintains pictures, decorations, banners, and flags as necessary.
- Maintains cleanliness of assigned work areas and facilities.
- Performs a variety of skilled and semi-skilled duties associated with the installation, maintenance, and repair of the water distribution system and non-potable water systems including: main line repair, service line installation, replacement, and repair; main line valve installation, replacement, and repair; water main line flushing; pipe cutting; line tapping; water meter installation, replacement, repair, and testing; and main line and hydrant valve turning and flushing.
- Conducts inspections of pump stations, wells, and reservoir sites; collects water quality samples; reader meters; calculates chemical usage; checks pumps for proper operations; makes proper adjustments to maintain proper flow in water system; performs general site inspection.
- Troubleshoots, repairs, and maintains pump stations, wells, reservoir sites; removes and replaces chlorine cylinders and sodium hypochlorite solution; lubricate equipment; performance maintenance on electrical motors; calibrates and adjust chlorine analyzers.
- Performs routine preventative maintenance of wells, pumps, motors and related Equipment including lubricating, operating adjustments, cleaning and painting equipment; performs weed abatement at sites as necessary.
- Monitors water quality by collecting representative water samples; preserves samples for later shipment to the laboratory.
- Inspects pumps, control and disinfection systems, hydrants, meters valves and other water facilities and appurtenances; installs and maintains facilities; participates in performing major underground repairs to the water system as necessary.
- Monitors water quality instruments and chlorination to ensure potable water is in compliance with state and federal requirements.
- Performs a full range of system maintenance duties including to install and maintain all appurtenances associated with the water distribution system; installs, repairs, and replaces fire hydrants.
- Exercises and maintains distribution system valves using a variety of manual and motorized tools and equipment.
- Performs a variety of semi-skilled and skilled maintenance, operational, and repair tasks involved in the City's wastewater collection system and lift stations.
- Cleans wastewater collection system, storm drains, flood control facilities and inlets; assists in the operation of hydro-jetter and/or sewer vacuum truck to flush system; opens clogs in lines; cleans manholes, wet wells, and lift stations; operates electrical snake to unplug mains and laterals.

- Assists in the operation of a variety of sewer cleaners, jet rodders, pressure washers, and TV inspection equipment in the inspection, maintenance and construction of sewer lines and laterals.
- Inspects sewage and storm water lift and pump stations; removes debris; disassembles and cleans pumps and performs minor repairs when necessary.
- Performs a full range of maintenance duties including raising manholes, repairing sewer manholes, construction and repair of storm conduits, curbs, gutters and drainage facilities; assists in mixing concrete and executing necessary masonry work; installs, repairs and maintains water and sewer mains and lines; assists in constructing new sewer connections as well as repairing drains and sewer facilities.

Cleans animal kennel: allows dogs out into open area, cleans and disinfects kennel; cleans, disinfects and refills water dishes; refills food containers; cleans and disinfects drain trough and removal of solid waste.

- Attends training and safety meetings as necessary.
- Performs related duties as required.
- Provides assistance to other departments as assigned.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Makes every reasonable effort to continually improve the manner in which the job is performed and increases the quality of service to the public.
- Performs other duties as required and perform all work duties and activities in accordance with City policies and procedures.
- Works in a safe manner and report unsafe activities and conditions. Follows City-wide safety policy and practices and adheres to requirements concerning safety prevention, reporting, and monitoring as outlined in the City's Safety Handbook.

Supervisory Responsibilities

This position has no supervisory responsibilities.

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.

Education and/or Experience

High School diploma or GED equivalency is required.

Certificates, Licenses, Registrations

Current WA State driver's license with an insurable driving record.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Core

Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.

Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.

Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

Design – Generates creative solutions; demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management –Communicates changes and progress.

Technical Skills - Strives to continuously build knowledge and skills; pursues training and development opportunities; shares expertise with others.

Customer Service - Responds promptly to customer needs; responds to requests for service and assistance; meets commitments; keeps emotions under control.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.

Written Communication - Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.

Teamwork - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed.

Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well.

Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Diversity – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support - Follows policies and procedures; supports organization's goals and values.

Judgment – Displays willingness to make decisions; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Motivation – Demonstrates persistence and overcomes obstacles.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity - Completes work in timely manner; strives to increase productivity; works quickly.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Volunteers readily; seeks increased responsibilities; asks for and offers help when needed.

Innovation – Meets challenges with resourcefulness; generates suggestions for improving work.

Language Skills

Sufficient clarity of speech and hearing or other communication capabilities, which permits the employee to discern verbal instructions and communicate effectively in person with co-workers and the public. Ability to read and comprehend complex instructions, short correspondence, and memos. Ability to write professional correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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.

Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person with co-workers and the public.

Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comply with work instructions, clearly see and accurately inspect infrastructure.

Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to complete manual work, and occasionally lift and maneuver items weighing up to 50 pounds, and perform required duties.

Work Environment The conditions herein 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 job functions.

Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.