

ORGANIZATION:	City of Sherwood	DATE:	2010
LOCATION:	Sherwood, Oregon		
DEPARTMENT:	Public Works		
FLSA STATUS:	Non-Exempt		
JOB TITLE:	Maintenance Worker III – Pay Group 6		

PURPOSE OF POSITION:

Depending on area of assignment, operate heavy equipment and power tools to provide efficient cost effective construction, maintenance and repair of the infrastructure within the City, including streets, storm and sanitary sewer, parks, sports fields, fleet and facility maintenance. Operate, maintain, and repair various public works equipment.

ESSENTIAL JOB FUNCTIONS:

Clean, maintain, inspect and repair of City streets, sidewalks, pathways and right-of-ways including street cleaning, pavement patching, concrete forming/finishing, sanding/removing snow and ice, and cutting and removing trees and vegetation. Remove old pavement markings as necessary. Install, inspect, repair and replace various street and regulatory signals/signs and barricades, posts, etc. Use and operate flagging equipment to control traffic in vicinity of public works crews.

Install, maintain, inspect and repair of City sanitary sewer and storm drain systems, including: clean sanitary sewer and storm lines, remove debris, inspect and repair manholes and catch basins, install and remove flow monitoring equipment, mow vegetation, mix and apply chemicals. Dye and smoke test system to establish service connection, flow tests and any infiltration/exfiltration that may be present. Conduct locates to accurately mark underground infrastructure lines. Ensure proper functioning of all electrical components. Use computer, VCR and TV to ensure recording quality of underground utilities.

Maintain turf areas, mow, aerate, fertilize, and irrigate, control weeds by hand, maintain annual and perennial flowerbeds in parks landscape areas and other areas as assigned, apply bark dust/chips, maintain/repair/replace sprinkler heads and lines, and other similar activities.

Maintain appearance of parks and sports fields by performing such tasks as minor carpentry and plumbing repairs, pick up litter and garbage, rake/remove leaves, haul and/or chip brush and limbs, control pests, marking and striping of sports fields.

Perform various special event tasks such as hanging banners, setting up and taking down of holiday decoration, etc.

Operate various public works tools and heavy equipment including dump truck, loader, backhoe, mower, jack hammer, chain saw, street cutting saw, sprayers, aerators, fertilizers, TV van, vactor, sidearm mower, street paving equipment, striping equipment and lance torch, etc. Perform operator maintenance, such as conducting pre- and post-operation checks, maintaining proper fluid levels, changing parts, cleaning, etc. Adhere to and perform established maintenance schedules on vehicles and equipment, e.g. service, tune-ups, etc. Inspect all equipment, attachments and tools for safety.

Provide leadership to crew and resolve site issues in absence of crew lead. Complete proper paperwork.

Conduct monthly inspections throughout City facilities - fire extinguishers, fire sprinkler systems, air conditioning and heating units, and security and alarm systems. Perform maintenance and minor repairs/replacements as needed. Assist outside contractors in assessment of major repair needs. Conduct proper paperwork.

Maintain and organize tool room and stock. Ensure that all hand tools are accounted for and are placed in a safe and usable condition. Perform general inventory to account for all supplies, tools and equipment.

Enter totals and reconcile in computer. Run related reports as necessary. Perform a variety of data tracking and file maintenance, including material cost estimates for budget purposes.

Conduct preventative maintenance or repair on variety of small engine equipment. Troubleshoot problems. Monitor contracted janitorial services. Investigate complaints and notify janitorial services of problems.

Obtain price quotes and prepare requisitions. Purchase materials and supplies. Assemble and prepare a variety of components for quick access, including equipment, emergency materials and supplies.

Perform other duties as assigned. Respond to emergency situations as needed.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Advanced knowledge of the proper operation and maintenance of vehicles, tools and equipment, practices, methods, hazards and safety precautions used in the maintenance and repair of City infrastructure including streets and right-of-ways, storm/sanitary sewer systems, parks, facility maintenance and general equipment servicing methods. One year of equipment operating. Equivalent to high school education and over two years experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Possession of valid Driver's License and Class B Oregon Commercial Driver's License, current CPR/First Aid card, Work Zone Traffic Safety certification and Fork Lift certification. Depending on area of assignment, may require possession of any or all of the following certifications; Confined Space Entry certification, Level I Wastewater Collection, Hazardous Material certification, Playground Inspection certifications and Public Pesticide Applicators license.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, sit, bend, stoop, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Many duties are physically demanding requiring entry to confined spaces and occasionally moving materials weighing up to 100 pounds. Movement of materials weighing up to 25 pounds may consume up to 15% of the work period. Activity and types of duties performed require manual dexterity and coordination.

WORKING CONDITIONS: The majority of duties take place outside of buildings with exposure to all types of weather conditions and on a year-round basis, sewage, bio-hazards, traffic, dirt, oil, grease, fumes, noise and chemicals. Entry to confined spaces is required on an infrequent basis. May require working on rotating shifts, weekends and holidays. Position performs 24-hour emergency duties and may be subject to call-out after normal hours, and will be included in pager duty rotation for 1-week periods.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students, seasonal and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Public Works Operations Supervisor.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.