

ORGANIZATION:	City of Sherwood	DATE: 2008
LOCATION:	Sherwood, Oregon	
DEPARTMENT:	Public Works Operations	
FSLA STATUS:	Non-Exempt	
JOB TITLE:	Lead Maintenance Worker – Salary Group 7	

PURPOSE OF POSITION: In a lead capacity, supervise and perform operation and maintenance tasks to maintain the infrastructure within the City. Assignment typically involves work in a particular specialty area such as streets, parks, facility maintenance, storm and/or sanitary sewer, equipment maintenance, and water which may require additional training or licensing in order to perform assigned tasks. However, incumbent may at any time perform the full range of Maintenance Worker duties. This position is distinguished from managerial classifications in that this position does not exercise formal authority in such areas as discipline, grievance resolution, employee evaluation, hiring and promotion decisions.

ESSENTIAL JOB FUNCTIONS:

Coordinate and assist with the planning, scheduling and maintenance in a particular specialty area such as streets, parks, facility maintenance, storm and/or sanitary sewer or equipment maintenance. Develop, maintain and track action lists in specific area assigned. Assist in ordering needed materials.

Clean, maintain, inspect and repair 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. Layout and paint pavement markings. 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.

Install, maintain, inspect, troubleshoot and repair of City water system, including installing and repair of water meters/meter boxes, installs and repairs water services; conducts rounds of reservoirs/pump stations/wells; mows/prunes around meter boxes, hydrants, wells/reservoirs sites; installs and repairs fire hydrants; operates, installs and repairs water valves, assists with various preventative maintenance programs, some operation of the telemetry system SCADA, reads water meters; provides outstanding customer service; completes various service requests, collects/performs various water samples, assist Utility Billing section.

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 maintenance bond walk-through of new developments for compliance and write up punch list of needed repairs.

Assist in the review of new construction plans pertaining to streets, parks, facility maintenance, storm and/or sanitary sewer.

Operate various public works tools and heavy equipment including dump truck, loader, backhoe, mower, jack hammer, chain saw, street cutting saw, TV van, vector, 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.

Read utility maps and conduct locates to accurately mark underground infrastructure lines.

Perform various building/grounds maintenance tasks, including minor carpentry and plumbing duties, trash pickup and general custodial care.

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

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. Track and document materials usage. Prepare estimates for parts and labor.

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. Maintain work areas in a clean and orderly manner.

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 streets and right-of-ways, parks, sports field maintenance, facilities maintenance, storm and/or sanitary sewer systems, water system; and, general equipment servicing methods. Equivalent to high school education supplemented by additional specialized training, and over four years experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. A minimum of two years heavy equipment operating.

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, Fork Lift certification. Depending on area of assignment, may require possession of any or all of the following certifications; Confined Space Entry, Level II Wastewater Collection, Hazardous Material certification, Playground Inspection certification and Public Pesticide Applicators license. Oregon-Grade II Water Distribution Operator Certificate, Oregon Cross Connection Backflow Assembly Tester, Oregon Cross Connection Specialist, Oregon-Grade I Water Treatment Operator Certificate.

DESIRABLE REQUIREMENTS: Previous experience within the City of Sherwood Public Works Department. Possession of higher- level certifications than those required.

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 75 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 terrain on a year round basis. Position performs 24-hour emergency duties and may be subject to call-out after normal hours. Entry to confined spaces is required on an infrequent basis.

SUPERVISORY RESPONSIBILITIES: Responsible for seldom over two FTE and not more than five FTE.

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