

ORGANIZATION:	City of Sherwood	DATE: 2008
LOCATION:	Sherwood, Oregon	
DEPARTMENT:	Public Works	
FLSA STATUS:	Non-Exempt	
JOB TITLE:	Maintenance Worker I – Pay Group 4	

PURPOSE OF POSITION:

Depending on area of assignment, perform basic operations and maintenance tasks to maintain the infrastructure within the City, including streets, storm and sanitary sewer, parks, sports fields, facility maintenance and water. Operate, maintain, and repair various public works equipment.

ESSENTIAL JOB FUNCTIONS:

Clean, maintain, inspect and repair City streets, sidewalks 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. Conduct locates to accurately mark underground infrastructure lines.

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.

Install, maintain, inspect 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; hydrates, wells/reservoir sites; installs and repairs fire hydrants; operates, installs and repairs water valves, assists with various preventative maintenance programs; provides outstanding customer service; completes various service requests, collects/performs various water samples, assist Utility Billing section, reads water meters, turns on/off customer service, locks/unlocks meters and delivers notices.

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

Operate various public works equipment, e.g. dump truck, loader, backhoe, mower, jack hammer, chain saw, lance torch, handheld meter reading equipment, 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.

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.

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 other duties as assigned.

Conduct preventative maintenance or repair on variety of small engine equipment. Troubleshoot problems. 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: General 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, right-of-ways, storm/sanitary sewer systems, parks, water, building maintenance and, general equipment servicing methods. Equivalent to high school education, 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. Ability to obtain within six months of appointment a Class B Oregon Commercial Driver's License, Work Zone Traffic Safety certifications and current CPR/First Aid card.

DESIRABLE REQUIREMENTS: Previous experience in a municipal public works department or in construction trades. Water meter reading experience.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, sit, extensive walking while reading meters, 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.

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.