

CITY OF MILL CREEK

POSITION DESCRIPTION

POSITION TITLE:	Maintenance Worker	JOB CLASSIFICATION:	Maintenance Worker
DEPARTMENT:	Public Works & Development Services	REPORTS TO:	Public Works Supervisor
SALARY GRADE:	12	FLSA EXEMPT:	No
REPRESENTATION:	AFSCME	Approvals: CM: <u>REP</u> date: <u>9.12.2017</u>	
		Approvals: HR: <u>Jr</u> date: <u>9-12-17</u>	

GENERAL DESCRIPTION:

Performs labor and maintenance activities for City buildings and facilities, parks, streets, vehicles, storm drainage, etc. Duties generally include troubleshooting, installation and inspection, maintenance and repair work requiring proficiency with technique, tools and equipment.

ESSENTIAL JOB FUNCTIONS:

1. Perform street, storm drainage, park and facility maintenance functions, including operating compressors, pneumatic tools, paint equipment, power tools, snow/ice removal equipment and other tools and equipment.
2. Operate and maintain dump, flatbed, bucket and light duty trucks and street sweeper.
3. Perform landscaping and park maintenance functions, including operating and maintaining riding mowers, chainsaws and a variety of hand and power tools. Apply pesticides and herbicides in parks and within public rights-of-way.
4. Monitor general maintenance City-wide to ensure that all infrastructure is in compliance with the City's level of service requirements, including landscaping, traffic control devices, litter and structures.
5. May perform basic electrical, plumbing, painting, drywall and carpentry maintenance and repair of City buildings.
6. Track needed repairs and servicing with computer software. Request and coordinate assistance for expanded maintenance projects when necessary.
7. Apply pesticides and herbicides in parks and within public rights-of-way under the supervision of a licensed applicator.
8. Set up and break down work zone signing and traffic control on arterial streets.
9. Perform room setup for City and non-City functions at City Hall.
10. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job function 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.

Knowledge of:

- General principles of maintenance and construction for streets and right-of-way, stormwater systems and buildings.
- Plants and vegetation commonly used in park and street landscaping.
- Maintenance and repair of power and automotive equipment.
- Work hazards, safety procedures, traffic work zone signage, traffic flagging and OSHA and WISHA regulations.
- Standard construction practices for stormwater systems, streets and facilities.
- A variety of hand tools, power tools and equipment used in maintenance and repair.

Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Work well both with other team members and independently to complete daily job assignments efficiently with minimal direct supervision; maintain effective working relationships with co-workers, other agencies and the public.
- Operate equipment used in street, park and facility and right of way maintenance (see Essential Job Functions).
- Maintain and make minor repairs to power and automotive equipment.
- Perform minor carpentry and elementary plumbing and electrical work related to facilities maintenance and construction.
- Work independently without direct supervision and make basic maintenance decisions in the field.
- Schedule time to perform maintenance assignments.
- Understand and enforce requirements of ground care contract specifications.
- Read and understand as-built plans for streets, parks and public facilities.
- Communicate effectively in English both verbally and in writing; understand and follow oral and written instructions.
- Type at least 10 words per minute; operate a personal computer (PC); use email software.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

MINIMUM REQUIREMENTS:

- Must be at least 18 years of age;

Experience and Education/Training:

- High school diploma or certificate of equivalency (GED) and at least two years of experience as a parks/facilities maintenance worker or closely related maintenance experience; or any other equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities to perform the job.
- Proficiency with power tools.

Licenses/Certifications:

- Possession of a valid Washington State driver's license and an insurable driving record.
- Possession of a state traffic flagging card or ability to obtain one within six months.
- Possession of Washington State Department of Agriculture Public Operator pesticide license with laws and safety, right-of-way, turf and ornamental weed certifications or ability to obtain license and certifications within one year.

Additional requirements (if any):

- The incumbent will be subject to regular weekend work, call-back and standby provisions, and may be required to occasionally work overtime.

Preferred:

- Experience with maintenance vehicles and equipment.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.