

CITY OF UNION GAP POSITION DESCRIPTION

Title: Public Works Maintenance Personnel
Department: Public Works
Revision Date: April 25, 2005
FLSA Status: Non-Exempt
Union: Washington State Council of County and City Employees,
AFL-CIO

GENERAL PURPOSE:

Performs a variety of skilled or semi-skilled road, parks and underground utility maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems; performs routine utility work in reading and operation of utility meters; performs maintenance and operation of parks, open spaces, grounds, turf and related facilities.

SUPERVISION RECEIVED:

Receives specific instructions on each work assignment from supervisor, who is readily available to resolve unusual problems. Routine duties are carried out with relative independence and completed projects are spot checked to ensure adequacy of work, proper regard for safety regulations, etc.

Works under the direct supervision and direction of the Public Works Director.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs required labor involved in road, parks, and underground utility, construction and maintenance projects as part of a crew, including pavement maintenance, ditch digging, sewer manhole and line cleaning, pipe repair, laying and backfilling.

Cuts, fits, lays, repairs, taps, cleans and flushes water mains; performs repairs on mains and services and installation of services, fire hydrants; assists in shutting off broken sections of water mains.

Operates light and medium sized construction and power equipment, such as mechanized broom, jetter/inductor truck or backhoe loader, tractors, mowers jack hammers, welders, trucks, steam cleaners, buffers, washers, power construction and maintenance equipment used in the water, sewer, and street department and other listed equipment as needed.

Performs all duties in conformance to appropriate safety and security standards.

Records meter reads and notes any malfunctions such as leaks or damaged meters; inspects meters and connections for defects, damage and unauthorized connection or use; reports findings to supervisor. Assists in the maintenance and repair of meters; replaces defective meters.

Mows and maintains park and open space areas; mows lawns; weeds; cleans and maintains courts and appurtenances; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.

Maintain and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers and irrigations systems.

Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.

Maintains and installs street signage, street striping; paints streets, maintains cross walks, stop bars and other traffic control striping; replaces traffic control/warning devices, signs, barricades and flashers.

Assists in snow and ice control operations; using plow trucks, sanding trucks, front-end loaders, backhoes, hand shovels and ice melt products.

Responds to complaints regarding water leaks, pressure loss or no water; sewer back-ups and street conditions evaluates the situation; explains findings to supervisor.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Participate in "after hours emergency call out" rotational listing.

PERIPHERAL DUTIES:

Inspects and/or repairs sewer lift stations, booster pumping stations, reservoir, meters, streets, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.

Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, street signage, etc.

Determines the locations of water and sewer lines from the appropriate sources prior to excavation.

Assists in shutting off broken sections of water mains as required to effectuate street or storm drainage system repair.

Responds to work orders for utility disconnections, reconnections, new orders, and other public works service requests, as assigned.

This position is subject to call back in emergencies or as needed by the City to provide necessary services to the public.

Serves on various employee or other committees assigned.

Performs backup duties for related positions, as assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

Graduation from high school education or GED equivalent;

Two (2) years of experience relating to road, and or underground utility construction, maintenance or repair;

Water and wastewater certifications preferred;

Any equivalent combination of education and experience.

Necessary Knowledge and Abilities:

Knowledge of equipment, facilities, materials, methods and procedures used in road underground utility maintenance, construction and repair activities; knowledge of materials and supplies used in building and grounds maintenance; knowledge of equipment and supplies used to do minor repairs; some knowledge of first aid and applicable safety precautions;

Skill in operation of listed tools and equipment;

Ability to perform heavy manual tasks for extended periods of time;

Ability to work safely and to use equipment and tools properly and safely;

Ability to work independently and to complete daily activities according to work schedules;

Ability to lift heavy objects, walk and stand for long periods of time and to perform strenuous physical labor under adverse field conditions;

Ability to establish and maintain effective working relationships with employees, other departments and the public;

Ability to communicate effectively verbally and in writing;

Ability to understand and carry out written and oral instructions;

Ability to perform and record information accurately and quickly;

Ability to accurately read and record data;

Ability to work in inclement weather.

SPECIAL REQUIREMENTS:

Must have a valid Washington State Driver's License with CDL endorsement;

Ability to read and write the English language;

Ability to meet minimum departmental medical and physical standards.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

Lawn and landscaping equipment, including tractors, mowers, airifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turn maintenance, carpentry, painting, plumbing, electrical and cement finishing work.

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.

While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to finger, handle, operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee regularly works in vehicle, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work may occasionally be performed in emergency and stressful situations. The employee frequently works near moving mechanical parts, precarious places and is exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk or electrical shock, and vibration. The employee may occasionally work in or near confined areas with limited visibility.

The noise level in the work environment is usually moderate to loud around apparatus and equipment.

SELECTION GUIDELINES:

Formal applications, review of education and experience, skill assessment, and oral interview. Reference check; and background investigation; medical examination; drug screening; physical agility test; and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.