



JOB DESCRIPTION

ORGANIZATION: City of Lebanon	LOCATION: Lebanon, OR
DEPARTMENT: Utility & Engineering Services	DATE: October 2010
DIVISION: Maintenance	JOB STATUS: Non-Exempt
SECTION: Collections	FLSA Exempt: No
JOB TITLE: Maintenance Worker	

PURPOSE OF POSITION: Perform a variety of tasks in the construction, maintenance and repair of the City's sanitary and storm drain collection system, including open drainage ditches. Operate light, medium and heavy public works' equipment.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

1. Maintains regular job attendance and adherence to working hours.
2. Operates a motor vehicle safely and legally.
3. Maintain open drainage ditches and clear obstructions by mechanical means and apply herbicides as necessary..
4. Locate lines and manholes.
5. Operate light public works equipment and a variety of hand and power tools, such as dump trucks, utility tractor, concrete saw, chainsaw, weed eater, etc.
6. Clean equipment used in the maintenance of systems. Perform routine maintenance on vehicles and equipment, such as maintaining proper fluid levels and lubrication, replacement of broken parts, etc. Ensure adherence to established maintenance schedules on vehicles and equipment, e.g. service, tune-ups, etc.
7. Use and operate flagging equipment to control traffic in vicinity of public works crews.
8. Perform water shut-offs and turn-ons.
9. Follow all safety rules and procedures for work areas.
10. Develop and sustain positive, cooperative, team oriented working relationships with supervisor, coworkers and ancillary staff.
11. Assist other personnel within the department as workload and staffing levels dictate.
12. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.

13. Maintain work areas in a clean and orderly manner.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. High school diploma or equivalent and two years of experience in collections, or any satisfactory combination of related experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Licenses & Certificates:

1. Possession of Commercial Driver's License Trainee permit.
2. Possession of Immediately Supervised Public Pesticide Trainee license within 30 days.
3. Possession of Class "B" Commercial Driver's License with air brake and tank endorsements within 90 days.
4. Within six (6) months of appointment, must possess Work Zone Traffic Control certificate.

DESIRABLE QUALIFICATIONS:

1. Possession of Wastewater Collection Level I certificate, Commercial Driver's License with hazmat endorsement, Work Zone Traffic Control,
2. Valid CPR/First Aid card
3. Previous experience within the City's Public Works Department/

KNOWLEDGE, SKILLS, AND ABILITIES: The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Thorough knowledge of procedures used in the installation, maintenance and repair of collection systems, including mains, laterals, manholes, catch basins, open ditches, etc.

Skill in:

1. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
2. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
3. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings.
3. Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS OF POSITION:

1. While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls.
2. The position requires mobility over various terrains.

3. Many duties are physically demanding requiring the movement of materials weighing up to 90 pounds.
4. Movement of materials weighing up to 25 pounds may consume up to 40% of the work period.
5. Duties require regular operation of light and medium equipment, use of hand tools, jackhammer, chainsaw, shovels, etc.
6. Activity and types of duties performed require manual coordination and dexterity.

WORKING CONDITIONS: The majority of duties take place outdoors with exposure to all types of weather conditions and terrain on a year-round basis, bio-hazardous waste, dirt, grease, oil, fumes, chemicals, and noise, which may require hearing protection. Position is subject to emergency on-call response after normal duty hours.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to newly-assigned personnel regarding department policies and practices.

SUPERVISION RECEIVED: Works under the lead direction of the Collection's Crew Chief and general supervision of the Maintenance Division Manager.



Approved by City Manager October 2010