

JOB DESCRIPTION

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

PURPOSE OF POSITION: Perform a variety of Public Works tasks in the construction, maintenance and repair of streets. Operate light equipment and hand/power tools.

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. Perform work involved with the cleaning, maintenance and repair of City streets, sidewalks and right-of-ways, including pavement patching, crack sealing, concrete forming/finishing, sanding/removing snow and ice, and cutting and removing vegetation.
4. Layout and paint pavement markings. Remove old pavement markings as necessary.
5. Operate light public works equipment and a variety of hand and power tools, such as dump trucks, utility tractor, mowers, jackhammer, concrete saw, chain saw, crack sealer, lance torch, etc.
6. Clean equipment used in the maintenance of systems.
7. Perform routine maintenance on vehicles and equipment such as maintaining proper fluid levels and lubrication, replacement of broken parts, etc.
8. Ensure adherence to established maintenance schedules on vehicles and equipment, e.g. service, tune-ups, etc.
9. Use and operate flagging equipment to control traffic in vicinity of public works crews.
10. Install, repair and replace various street and regulatory signals/signs and barricades, posts, etc.
11. Perform various building and grounds maintenance tasks, including minor carpentry and plumbing duties.
12. Follow all safety rules and procedures for work areas.
13. Perform various special event tasks such as hanging banners, setting up and taking down of Christmas decoration, etc.

14. Assist other personnel within the department as workload or staffing levels dictate.
15. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
16. Maintain work areas in a clean and orderly manner.

MANDATORY QUALIFICATIONS:**Education & Experience:**

1. Equivalent to a high school diploma, and 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. Within 30 days of appointment, must possess Immediately Supervised Public Pesticide Trainee License.
3. Within 90 days of appointment, must possess Class "B" Commercial Drivers License with air brake and tank endorsements.
4. Within six (6) months of appointment must possess Work Zone Traffic Control Certificate.

DESIRABLE QUALIFICATIONS:

1. Possession of Commercial Drivers License with hazmat endorsement is desirable. Work Zone
2. Traffic Control certificate is desirable.
3. Immediately Supervised Public Pesticide Trainee License at time of hire is desirable.
4. Possession of current CPR/First Aid card is desirable.

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

Knowledge of:

1. Knowledge and some related experience 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.
2. General knowledge of painting and signing of streets and parking lots, removing and trimming trees, hedges and shrubs, and, equipment servicing methods.
3. General computer literacy.

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.

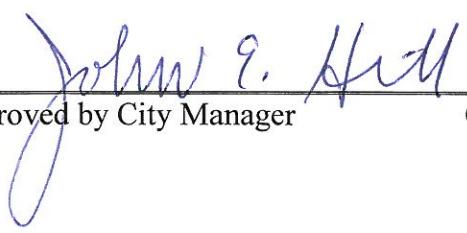
PHYSICAL DEMANDS OF POSITION:

1. While performing the duties of this position, the employee is frequently required to sit, stand, 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 equipment, use of hand and power tools, chain saw, shovels, etc.
6. Activity and types of duties performed require manual coordination and dexterity.

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, bio-hazardous waste, dirt, grease, oil, fumes, chemicals, 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 be asked to provide training and orientation to newly assigned personnel on department policies and practices.

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


Approved by City Manager

October 2010