



## JOB DESCRIPTION

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<b>ORGANIZATION:</b> City of Lebanon	<b>LOCATION:</b> Lebanon, OR
<b>DEPARTMENT:</b> Maintenance	<b>DATE:</b> September 2017
<b>DIVISION:</b> Maintenance	
<b>SECTION:</b> Parks	<b>JOB STATUS:</b> Non-Exempt
<b>JOB TITLE:</b> Senior Maintenance Worker/Buildings-Grounds	<b>FLSA Exempt:</b> No

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**PURPOSE OF POSITION:** Perform a wide variety of tasks in the cleaning, maintenance and repair of City owned buildings/grounds. Operate light, medium and heavy equipment and perform routine maintenance of same.

**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. Routine building custodials tasks on City-owned buildings such as painting, cleaning, and light building maintenance.
2. Perform a wide variety of skilled work tasks involved with the cleaning, , maintenance, inspection, testing and repair of City buildings, grounds and facilities.
3. Perform grounds duties involving, plumbing, mowing, leveling and grading, irrigation, and fertilizing grounds, maintaining trees and shrubbery, controlling weeds and pests, constructing and maintaining buildings play and parks-related equipment. Water, weed and prune plants and landscape areas, mow and edge grounds, clean City of Lebanon buildings, as well as parks-facilities pick up litter, leaves, Operate various light, medium, and heavy equipment.
4. Respond and resolve problems and complaints from internal City of Lebanon customers.
5. Set up and remove special event program equipment, benches, tables bleachers, etc.
6. Complete reports related to work activities and maintain related records.
7. Develop and sustain positive, cooperative, team oriented working relationships with supervisor, co-workers and ancillary staff.
8. Follow all safety rules and procedures.
9. Assist other personnel within the department as workload or staffing levels dictate.
10. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.

11. Maintain work areas in a clean and orderly manner.
12. Perform routine operator maintenance, such as conducting pre- and post-operation checks, maintaining proper fluid levels, changing parts, cleaning, etc., on vehicles used in maintenance of parks facilities.
13. Maintains regular job attendance and adherence to working hours.
14. Operates a motor vehicle safely and legally.

### **MANDATORY QUALIFICATIONS:**

#### **Education & Experience:**

1. Equivalent to a high school diploma and two years experience in grounds-maintenance, and regular operation of heavy equipment, or any satisfactory combination of related experience and training which demonstrates the knowledge, skills and abilities to perform the above duties

#### **Licenses & Certificates:**

1. Must possess a Class "A" Commercial Drivers License with air brake and tank endorsement,
2. Within 6 months must possess Oregon Pesticide Applicator License with Ornamental and Turf endorsement, CPR first aid card and a Work Zone Traffic Control certificate.

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

#### **Knowledge of:**

1. Thorough knowledge of Parks systems, facilities, and equipment, maintenance, repair techniques and practices, herbicide/pesticide application, and safe operation of Public Works equipment.
2. Maintenance policies and procedures.

#### **Skill in:**

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

#### **Ability to:**

1. Communicate orally and in writing in a clear and concise manner.
2. 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 and may involve difficult work positions.
5. Duties require regular operation of light medium and heavy equipment, use of hand tools, jackhammer, chain saw, 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. May be directed by Crew Chief to oversee seasonal! temporary staff as directed.

**SUPERVISION RECEIVED:** Works under the lead direction of the Maintenance Supervisor and general supervision of the Maintenance Director.