



JOB DESCRIPTION

ORGANIZATION: City of Lebanon
DEPARTMENT: Maintenance
SECTION: Collections
JOB TITLE: Senior Maintenance Worker

LOCATION: Lebanon, OR
DATE: January 2019
JOB STATUS: Non-Exempt
FLSA Exempt: No

PURPOSE OF POSITION: Perform a wide variety of Public Works tasks in the maintenance and repair of the City's sanitary and storm drain collection systems, including open drainage ditches. Operate all types of 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. Perform a variety of work involved with the installation, maintenance, inspection and repair of City sanitary sewer and storm drain systems, such as: clean sanitary sewer and storm lines, remove debris, inspect and repair manholes and catch basins, install and remove flow monitoring equipment, mow vegetation, mix and apply chemicals, and control rodents.
4. Operate public works equipment, e.g. sewer cleaner, televising equipment, backhoe, dump truck, jackhammer, chain saw, weed-eater, various other hand and power tools, etc.
5. Clean equipment used in the maintenance of systems. Perform routine maintenance of vehicles and equipment, such as maintaining proper fluid levels and lubrication, replacement of broken parts, etc.
6. 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. Dye and smoke test system to establish service connection, flow tests and any infiltration/exfiltration that may be present.
9. Follow all safety rules and procedures established for work areas.
10. Assist others within the department as workload or staffing levels dictate.

11. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
12. Maintain work areas in a clean and orderly manner.

MANDATORY QUALIFICATIONS:**Education & Experience:**

1. Equivalent to high school diploma and two years experience in public works, collection system maintenance or construction environment which included the regular operation of heavy equipment, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Licenses & Certificates:

1. Possession of Wastewater Collection Level I certification.
2. Possession of Class "A" Commercial Drivers License with air brake and tank endorsement.
3. Within 30 days of appointment, possession of Immediately Supervised Public Pesticide Trainee License.
4. Within six (6) months of appointment, must possess Work Zone Traffic Control certificate.

DESIRABLE QUALIFICATIONS:

1. Possession of Wastewater Collection Level II certificate.
2. Hazmat endorsement to Commercial Drivers License.
3. Possession of current CPR/First Aid card.
4. Previous experience within the City's sanitary and storm drain collection area.

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

Knowledge of:

1. Thorough knowledge of sanitary and storm drain collection systems and the use of vehicles, tools and equipment, practices, methods, hazards and safety precautions used to perform duties; confined space entry procedures; equipment servicing methods and techniques.
2. Maintenance policies and procedures.
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. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
3. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
4. 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 over 40% of the work period. Duties require regular operation of light, medium and heavy equipment, use of hand tools, jackhammer, chain saw, shovels, etc.
5. 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, and confined space entry. 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 on department policies and practices.

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



Approved by City Manager

January 2019