JOB DESCRIPTION

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

PURPOSE OF POSITION: Operate light, medium and heavy equipment, e.g. dump truck, loader, grader, sweeper, etc. Perform various tasks in the construction, maintenance and repair of streets.

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 cleaning, maintenance and repair of City streets, sidewalks and right-of-ways including street sweeping and cleaning, pavement patching, crack-sealing, concrete forming/finishing, grading, sanding/removing snow and ice, cutting and removing trees and vegetation, and, mixing and application of herbicides.
4. Layout and paint pavement markings.
5. Remove old pavement markings as necessary.
6. Operate various public works equipment, e.g. dump truck, loader, backhoe, grader, dozer, roller, jack hammer, chain saw, crack sealer, lance torch, etc.
7. Perform routine operator maintenance, such as conducting pre- and post-operation checks, maintaining proper fluid levels, changing parts, cleaning, etc., on vehicles used in the maintenance of streets, alleys, curbing, and various other City vehicles.
8. Adhere 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, inspect, 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 decorations, 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 two years in public works 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 Class "A" Commercial Drivers License with air brake and tank endorsement.
2. Within 30 days of appointment, must possess Immediately Supervised Public Pesticide Trainee License.
3. Within 90 days of appointment, must possess hazmat endorsement to Commercial Drivers License.
4. Within six (6) months of appointment must possess Work Zone Traffic Control certificate.

**DESIRABLE QUALIFICATIONS:**
1. Previous experience within the City's Public Works department.
2. Possession of hazmat endorsement.
3. Possession of current CPR/First Aid card.

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

**Knowledge of:***
1. Thorough knowledge 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; and general equipment servicing methods.
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 terrain.
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 40% of the work period.
5. Duties require regular operation of light, medium and heavy 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 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, 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 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