

CITY OF LEAVENWORTH

**PUBLIC WORKS JOB DESCRIPTION - YEAR 2016
PART TIME (24 HR) MAINTENANCE POSITION – CDL ENDORSED**

TITLE: **PART TIME PUBLIC WORKS MAINTENANCE WORKER-
WEEKENDS & CDL ENDORSED**

LOCATION: **PUBLIC WORKS DEPARTMENT**

FLSA STATUS: Non-exempt

SALARY RANGE:

\$16.00 - \$20.00 per hour (Salary based on experience and skill level)

POSITION SUMMARY:

Under direction from the Public Works Director and/or Public Works Field Supervisor, the Part Time Public Works Maintenance Worker performs a variety of semi-skilled and skilled tasks in maintenance work, along with the operation of the City’s refuse/garbage truck.

This position is a part time, non-exempt position limited to no more than 24 hours of work in a 7 day period. The normal shift occurs on Saturday and Sunday. Duties include the refuse collection, litter control, service call responses, and supportive duties. Individual must exhibit a high degree of sound, independent judgment in tasks assigned and when responding to situations where the safety of the operator, the public, and the equipment are at risk. The Part Time Public Works Maintenance Worker profile does not include all essential tasks, all nonessential tasks, and/or all responsibilities of the position. To be successful, an individual must be able to project a positive image to the public, whether performing refuse collection services or other duties as assigned. The requirements listed below are representative of the education, experience, skill, and ability required to perform the essential functions of this position.

JOB DUTIES:

Refuse Collection:

- Licensed and skilled operation of solid waste trucks and Public Works machinery, equipment, tools, vehicles, and heavy equipment employed to accomplish assigned tasks, which include but are not limited to:
 - Regular or specially designed refuse trucks. Specially designed trucks may have “dual-drive cabs” or “automated loaders”.
 - Controls for loading, compressing, and dumping solid waste such as auxiliary motors, hydraulic lifts, hydraulic rams, and other similar devices, etc.

- Skillful navigation and maneuvering (forward and reverse) of large, bulky refuse trucks along established commercial and residential routes to reach collection sites:
 - Through narrow alleys, congested parking lots, high-traffic roads and streets, and high-traffic state highways and county roads.
 - Around pedestrian traffic and bicycle lanes.
 - In close proximity to low-height objects such as roof corners, overhead wires, signs, etc.
 - In close proximity to buildings and other structures.
 - Around remote City properties (Utility, Water, Sewer, Parks, Cemetery, City Hall, etc.)
- Hand and automated lifting of a variety of solid waste containers such as dumpsters, refuse cans, refuse bags, etc.
- Emptying refuse from the container into the hopper of the truck; compacting the contents into the compactor body.
- Making sure that the refuse truck is in good working condition and fueled for the next shift's driver.
- Delivering dumpsters to new collection sites and to designated locations for festivals, events, and holidays.
- Repairing and maintaining city-owned dumpsters and containers.

In addition, the scope of duties within the job classification includes:

- Maintains a variety of records relating to inspections, maintenance activity, etc.
- Responds to complaints regarding functional areas such as street conditions, street signs, waste water system problems, traffic signals and street lighting, water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.
- Assist in the removal of snow and ice using a wide variety of manual to semi-skilled snow removal equipment from municipal streets, parks, trails, and other public works facilities. Applies deicing materials when and where necessary.
- Contacts residents and business owners in area where service interruptions will impact them; represents the City in a positive manner in these situations. In detecting overflows or leaks applies prevention methods to protect the safety and health of the community.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use. Washes, cleans, and details interior and exterior of

equipment as necessary. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

- Drives trucks of various sizes and weights in the loading, hauling and unloading of equipment, gravel, sand, concrete, asphalt, and base rock.
- Performs all duties in conformance to appropriate safety and security standards. Work requires the ability to foresee and prevent safety problems, and follow safety policies. Work must follow appropriate safety procedures and the use of protective clothing and equipment including, steel toed shoes and boots, hard hats, eye/ear protection, rain gear, gloves, and traffic control equipment.
- Performs required labor involved in construction and maintenance of projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying pipe, trenching and backfilling.

MACHINERY, EQUIPMENT AND TOOLS:

- Is capable of competent, qualified operation of assigned solid waste machinery, equipment, tools, and heavy equipment within each unit's capacity necessary to accomplish required tasks. Examples of such units include, but are not limited to: air compressor, common hand and power tools, drills, generator, jacks, pressure washer, shovels (specialized, square, round), spray equipment, tools (air, impact, hand, power operated, battery operated), wrenches, hydraulic lifts, trucks (single axle, tandem axle, refuse, recycling, utility, pickup, etc.).
- Has working knowledge of the operation, hazards, and safety precautions of each assigned piece of equipment.
- Performs pre-use walk-around procedures and/or inspections to ensure the safety and reliability of each piece of equipment. (Checks all fluids, oils, grease, antifreeze, water, air and pressure levels, mirrors, seat belts, brakes, head lights, tail lights, warning lights, running lights, directional signals, warning signs, tires, etc.).
- Performs above walk-around procedures, refuels, and records operational condition of refuse truck prior to releasing truck to the next Refuse Truck Driver.
- Safely and skillfully loads and transports piece of equipment to work sites using assigned trucks, trailers, tommy lifts, etc.
- Washes, cleans, and details interior and exterior of equipment as necessary.
- Advises the Public Works Field Supervisor, immediately of defects and deficiencies of units upon first occurrence in order to keep units in safe and operational condition; to prevent unnecessary or extended breakdown time; and, to prevent interruption of services to the public.

- Advises the Public Works Field Supervisor, and in their absence other competent, qualified employees immediately of needing assistance, delays, accidents, fluid or solid waste spills, dumpster upsets, and weather problems affecting route completion.

SCOPE OF RESPONSIBILITY:

This position reports to the Public Works Field Supervisor on a day to day basis. The Public Works Field Supervisor reports to the Public Works Director.

QUALIFICATIONS REQUIRED:

- A high school graduation or equivalent GED is required, with additional education and experience necessary for successful performance of the job.
- WA state driver's license, with a Class B CDL Endorsement is required and license record must be acceptable to the City.
- Requires knowledge of methods, means, and materials to perform all aspects of the job.
- Must be able to properly and timely fill out documentation such as time sheets, leave requests, walk-around inspection reports, records, forms, requisitions, purchase orders, service lists, daily overcharge slips, etc., necessary to conduct the business of the City of Leavenworth.
- Must be able to obtain and maintain a First Aid and CPR Certification, Basic Emergency Safety Training, Adult, Child, Infant Card.
- Must be able to work weekends, holidays, festivals, and the hours of work required to meet the needs of each, which may require working split shifts and occasional call out.
- Must be able to be called-out for emergencies and for filling-in when another crew member is absent.
- Requires good verbal communication skills and customer service skills for public interaction.
- Requires an ability to deal politely and effectively with fellow employees.
- Must have strong work ethic and must be able to actively work alone when unsupervised and with others.

PHYSICAL DEMANDS:

- Physical strength sufficient to perform heavy manual labor for extended periods of time during the regular shift, during overtime hours, and when performing work under emergency conditions. Heavy manual labor is defined, for example, as:
 - Repeatedly climbing in and out of a refuse truck for long periods of time.

- Frequently exerting force sufficient to move and maneuver dumpsters to the refuse truck and then moving or maneuvering them back to the original location.
- Repetitive shoulder and arm movements while supporting heavy weights for long periods of time.
- Capable of exerting physical effort that includes combinations of pushing, pulling, standing, sitting, bending, walking, stooping, digging, manipulating, climbing, balancing, kneeling, crouching, crawling, lifting; long periods of walking over rough terrain and uneven or slippery surfaces; using hands to finger, handle, feel objects or tools or controls; frequently reaching with hands and arms.
- Talking, hearing, tasting, and smelling capabilities sufficient to alert oneself and others to unusual, unsafe, or dangerous situations.
- Vision capabilities that include close vision, distance vision, color vision, depth perception, peripheral vision, night vision and adjusting focus with or without vision aids (prescription eyeglasses or contact lenses).
- Hand-eye coordination and fine manipulation capabilities necessary to operate various office machines, if assigned.

WORK ENVIRONMENT:

May include, but are not limited to:

- Exposure to offensive and noxious odors, fumes, vapors, and substances.
- Possible exposures to hazardous or caustic substances, toxic chemicals, air pollution, blood borne pathogens, sharps, and contagions and managing each occurrence according to City policy.
- Infrequent stressful conditions.
- Noise intensity ranging from low in office environments up to extreme in the field or maintenance shops.
- Inclement weather (extremes of heat and cold - 100 plus degrees and subzero degrees) (humid and wet conditions) (snow and ice, etc.), excluding highly dangerous conditions such as localized lightening.
- Dirty, muddy, and messy conditions.
- Traffic hazards.
- Confined spaces under unpleasant conditions.
- Power lines, high voltage electricity, and electrical shock.

POSITION SAFETY PRACTICES:

1. Complies with federal, state, county, and City of Leavenworth laws, rules, regulations, ordinances, and policies;
2. Performs work within WISHA safety standards and the City's Accident Prevention and Safety Program (Printed 2-25-2002; distributed 6-24-2002) with consideration for public safety and convenience;
3. Identifies unsafe working conditions and deficiencies and takes appropriate action to immediately correct them;
4. Seeks instruction for unaddressed safety and health situations from competent, qualified employees, supervisors, and/or management;
5. Attends safety meetings and tool box talks;
6. Uses protective clothing and personal protective equipment when and where required or necessary;
7. Performs work in a smoke and drug free work environment to promote health, safety, and productivity.

TERM OF EMPLOYMENT:

Individual filling the position will be required to pass a physical evaluation to assess individual abilities to meet the essential functions and miscellaneous essential functions of the position. The evaluation will also include a drug and alcohol screening due to the nature of the position, which includes the need to maintain a current Washington driver's license in order to drive special use heavy equipment and maintenance vehicles.

An individual with a disability who satisfies the skill, experience, education and other job related requirements, with or without reasonable accommodations, may perform the essential functions of this position. The physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

Statements contained herein reflect general details, as necessary to describe the principal function of the position, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief to equalize peak work periods, or to otherwise balance the work load.

The City of Leavenworth is an equal opportunity employer.