

CITY OF LEAVENWORTH

UTILITY/ MAINTENANCE WORKER - WEEKENDS

JOB DESCRIPTION – YEAR - 2020

TITLE: **UTILITY MAINTENANCE WORKER - WEEKENDS
CDL ENDORSED**

LOCATION: **PUBLIC WORKS DEPARTMENT**

FLSA STATUS: Non-exempt

SALARY RANGE: Probation / Trial Period \$3,618/month
Range following probation: \$4,256 - \$4,654/month (based on step
increases over time)

WORK SCHEDULE: Work Week: Thursday through Monday
Hours: Monday, Thursday & Friday 6:00 AM to 2:30 PM
Saturday and Sunday 6:30 AM to 3:00 PM

POSITION SUMMARY:

Under direction of the Public Works Field Supervisor, the Utility Maintenance Worker performs a variety of semi-skilled and skilled tasks in streets and building maintenance work. This position requires operation of equipment in garbage collection, construction, operations, repair, maintenance, and replacement of City water, wastewater, streets, street lights, sidewalks, ROW and storm drainage facilities and systems. Although generally this position provides no direct supervision on a regular basis, the position may provide technical or informational guidance on a project basis.

JOB DUTIES:

This position provides weekend coverage for the Utility Maintenance Department including, but not limited to: garbage collection, cardboard collection, downtown garbage can maintenance, as well as assistance in basic maintenance and repair, which includes, but is not limited to: streets and roadways, sidewalks, ROW maintenance, buildings and structures, municipal water distribution system, sewer and storm water collection system, cemetery grounds, headstones, restrooms, which includes, but is not limited to, the scope of functions and duties listed. Weekday work will be under the direct supervision of the Public Works Director, in conjunction with the Public Works Field Supervisor and Parks Supervisor, to provide assistance to scheduled building maintenance. In addition, week day hours will be adjusted to cover late day requested duties. The typical schedule is five days per week, beginning on Thursday of each week and ending on Monday

of the following week. In addition, the scope of duties within the job classification includes the following essential job functions and additional responsibilities:

ESSENTIAL JOB FUNCTIONS

1. Capable of competent, qualified operation of assigned machinery, equipment, tools, and heavy equipment within each unit's capacity necessary to accomplish required tasks.
2. Licensed and skilled operation of solid waste trucks and Public Works machinery, equipment, tools, vehicles, and heavy equipment employed to accomplish assigned tasks associated with solid waste collection. This equipment may be specially designed trucks having "dual-drive cabs" or "automated loaders". Ability to manually or with automated machinery lift a variety of solid waste containers such as dumpsters, refuse cans, refuse bags, etc.
3. Inspects and/or repairs reservoir, meters, streets, storm drainage systems, and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly.
4. Assists 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.
5. Ability to perform all flagging work in accordance with the *Flagger's Certification Handbook*, Fourth Edition, *MUTCD* compliant 11.13, when assigned to assist with traffic control.
6. Maintains a variety of records relating to inspections and maintenance activity.

ADDITIONAL RESPONSIBILITIES

1. 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.
2. Drives trucks of various sizes and weights in the loading, hauling and unloading of equipment, gravel, sand, concrete, asphalt, and base rock.
3. 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, boots, hard hats, eye/ear protection, rain gear, gloves, and traffic control equipment.
4. Responds to complaints regarding functional areas such as street conditions, street signs, wastewater system problems, traffic signals and street lighting, water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.

5. 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.
6. 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.
7. Capable of competent, qualified operation of assigned machinery, equipment, tools, and heavy equipment within each unit's capacity necessary to accomplish required tasks. Performs pre-use walk-around procedures and/or inspections to ensure the safety and reliability of each piece of equipment.
8. When assigned to assist with traffic control and flagging:
 - a. Performs all traffic control work in accordance with the *Manual on Uniform Traffic Control Devices (MUTCD) Millennium Edition, Part 6, RCW 47.36*, section pertaining to cities.
 - b. Performs all flagging work in accordance with the *Flagger's Certification Handbook*, Fourth Edition, *MUTCD* compliant 11.13.
 - c. Constructs, maintains, and repairs barricades and other traffic control items as necessary.
 - d. Works with organizations and committees to close streets, place signs, barricades, and other traffic control devices for events, festivals, and holiday observances. Assists law enforcement and fire control agencies on traffic control issues and emergencies as necessary.
9. Advises the PW Supervisor and/or mechanics-qualified employees immediately of defects and deficiencies of equipment and vehicles upon first occurrence in order to keep equipment and vehicles in safe and operational condition; to prevent unnecessary or extended breakdown time; and, to prevent interruption of services to the public.
10. Duties include the ability to maintain all buildings and structures, including restroom facilities (excluding maintenance performed by a plumber and/or an electrician) and all amenities within the park and cemetery systems, including installation and maintenance of headstones and flower vases.

SCOPE OF RESPONSIBILITY:

This position reports to the Public Works Director on a day to day basis. When assigned to other Public Works Divisions, this position may report and be under the supervision of other Division Supervisors. All supervisors report to the Public Works Director.

QUALIFICATIONS:

Required:

1. A high school diploma or equivalent GED is required, with additional education and experience necessary for successful performance of the job.
2. A minimum of two years of experience employed to perform similar job responsibilities as identified above.
3. WA State Driver's License is required and driving record must be acceptable to the City. WA State Commercial Driver's License (CDL) Class B is also required.
4. Documentation Skills:
 - a) Must be able to read, write, and comprehend the English language.
 - b) Must be able to perform basic arithmetic calculations.
 - c) Must be able to understand and follow oral and written instructions.
 - d) Must be able to properly interpret operation and maintenance manuals; manufacturer's or dealer's operation and maintenance manuals, labels, and instructions; Material Data Safety Sheets; as-builts, maps and blue prints; employer's written policies, procedures, and methods to successfully accomplish assigned tasks.
 - e) Must be able to properly and timely fill out documentation such as time sheets, leave requests, reports, records, forms, requisitions, purchase orders, work orders, check lists, etc., necessary to conduct the business of the City of Leavenworth; to provide adequate documentation for WA Cities Insurance Authority and other requiring agencies.
 - f) Requires the ability to effectively use or learn to use current technology including computers, laptops, and cellular data phones that include the use of email, Microsoft Office Suite, and Mobile 311 software. This requirement also includes the ability to implement and use future hardware technology and software depending on the needs of the department.
5. Must be able to obtain and maintain a First Aid and CPR Certification, Basic Emergency Safety Training, Adult, Child, Infant Card.
6. Must be able to obtain and maintain a *MUTCD* compliant flagging card certification.
7. Must be able to work holidays, festivals, and the hours of work required to meet the needs of each, which may require working split shifts.
8. Must be able to work assigned shifts that are different from other department shifts and may differ from other shifts within the park/cemetery department.
9. Must be able to work unplanned overtime.

10. Must be able to be called-out for emergencies and for filling-in when another crew member is absent.
11. Requires good verbal communication skills and customer service skills for public interaction.
12. Must have strong work ethic and must be able to actively work alone when unsupervised and with others.

PHYSICAL DEMANDS:

1. Physical aspects of the job require physical strength and agility necessary to perform heavy manual labor thoroughly and accurately under all kinds of weather conditions while performing quality work. Work activity includes, but is not limited to, the ability to move freely about the uneven grounds and trails of the park and cemetery systems, including such areas not generally accessed by the public, while maneuvering park/cemetery maintenance tools, equipment, and supplies.
2. Work activity requires combinations of bending, brooming, climbing, dexterous hand and finger manipulations, digging, garbage collection and disposal, kneeling, laying down, lifting, loading and unloading tools, supplies and equipment, operation of power tools and equipment, pushing, pulling, raking, shoveling, sitting, stooping, standing, twisting, and walking for extended periods of time.
3. Personnel must have adequate physical strength and dexterity in order to operate large ground-driven machinery and special use equipment.
4. Personnel must have the ability to lift and/or maneuver 50 pounds routinely.
5. Personnel must have adequate physical strength and dexterity in order to lift, carry, load, unload and/or maneuver park/cemetery landscape debris and headstones.
6. Must be able to perform essential functions and miscellaneous essential functions in all types of weather.

WORK ENVIRONMENT:

1. Workers risk physical hazards from working in and around traffic, heavy machinery, heights above six feet, and confined spaces. Exposure to noise, chemicals and fertilizers, hazardous and toxic materials, fumes, gases and odors, including sewage is routine. This work requires the ability to see, hear and smell in order to detect problems associated with mechanical, chemical, and other hazards that may affect personal and public safety.
2. The employee will be required to work in outside weather conditions, in cold, hot, dry, wet and/or humid conditions.

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 WA 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.