

CITY OF LEAVENWORTH

UTILTIY MAINTENANCE WORKER JOB DESCRIPTION – YEAR - 2022

TITLE: UTILITY MAINTENANCE WORKER

REPORTS TO: PUBLIC WORKS FIELD SUPERVISOR

DEPARTMENT: PUBLIC WORKS DEPARTMENT – Utility Division

POSITIONS SUPERVISED: None

FLSA STATUS: Non-Exempt, Union Position

SALARY RANGE: \$4,636 - \$5,221 / month (2022)

POSITION SUMMARY:

Under direction from the Public Works Field Supervisor, the Utility Maintenance Worker performs a variety of semi-skilled and skilled tasks in streets and building maintenance work, and operates equipment in the garbage collection, construction, operation, repair, maintenance, and replacement of City water, wastewater, street, street light, sidewalk, 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 assistance in basic maintenance and repair of, which includes but is not limited to, garbage and cardboard collection, streets and roadways, sidewalks, ROW maintenance, buildings and structures, municipal water distribution system, sewer and stormwater collection system, cemetery grounds, headstones, restrooms, and which includes but is not limited to the scope of functions and duties listed. The typical schedule is five days per week; although, schedules may vary to support requested needs of the City. Weekend work may be routinely scheduled to accommodate the work demands and service requirements of the City in order to ensure safety, cleanliness, and aesthetic appeal, as well as to meet public needs and standards. In addition, the scope of duties within the job classification includes the following essential job functions:

ESSENTIAL JOB FUNCTIONS

1. Inspects and/or repairs reservoir, meters, streets, drainage systems and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly.
2. Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.
3. Determines and marks the locations of streetlight wiring, water, wastewater, storm drain lines from the appropriate sources prior to excavation.
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. 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.
6. 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.
7. 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.
8. Drives trucks of various sizes and weights in the loading, hauling and unloading of equipment, gravel, sand, concrete, asphalt, and base rock.
9. 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.
10. 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.
11. 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. (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.). Examples of such units equipment include, but are not limited to:

- a. Acetylene torch, air compressor, broadcasters (hand, walk-behind), common hand and power tools, compactors, concrete saw, crow bars, detection devices, diagnostic devices, ditch compactor, ditch witch, drills, generator, jacks, jackhammer, lutes, picks, pipe threader, post hole digger (hand or tractor-mounted), rakes, saws (hand, power, concrete, skill, jig, chain), shovels (specialized, square, round, grain), tamper, tapping machine, tools (air, impact, hand, power operated, battery operated), transit, welders, whacker, wrenches, hydraulic lifts, sickle bar, etc.
- b. Backhoe, car hauler trailer, fork lift, front-end loader, lowboy trailer, road grader, roller, street sweeper, truck (single axle, tandem axle, utility, pickup, garbage, snow plow, sanding), Bobcat, etc.

12. 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) 2009 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.
- 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.

13. Advises the Public Works Field 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.

14. 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 Field Supervisor on a day-to-day basis. When assigned to other Public Works Utility Divisions, this position may report and be under the supervision of other Division Supervisors. All supervisors report 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.
- Two years experience employed to perform similar job responsibilities as identified above.
- WA State Class B Commercial Driver's License (CDL) is required and license driving record must be acceptable to the City.
- Requires knowledge of methods, means, and materials to perform all aspects of the job.
- Requires an ability to fill out City-required forms, records of maintenance, and other documents. (Monthly Time Sheets, Maintenance Check Lists, Hazard Reports, Incident Reports, etc.).
- 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 obtain and maintain a *MUTCD* compliant flagging card certification.
- 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.
- 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.
- Must be able to work unplanned overtime.
- 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.
- Must have strong work ethic and must be able to actively work alone when unsupervised and with others.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

(A) Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities including: hazards associated with the work and

proper safety precautions; traffic laws, ordinances, and rules involved in truck and heavy equipment operations; purposes and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment; standard relating to installation, location and required maintenance of traffic signs and pavement markings; properties of backfill materials, construction materials, concrete, asphalt, hot patch, cold patch, oils, paints, and a variety of other materials used in maintenance work; equipment, methods, and materials used in the installation, repair, maintenance, and cleaning of wastewater and water mains, lines and related facilities; pipefitting and cement work; preparation and operation of spray-painting equipment; methods of fabricating and installing street signs.

(B) Skill in operation of the listed tools and equipment.

(C) Ability to perform skilled maintenance, construction, and repair work in the area of work assigned; perform heavy manual tasks; to work safely and adhere to established safety principles and practices; to communicate effectively verbally and in writing; to establish and maintain effective working relationships with employees, other departments and the public; to work effectively in the absence of close supervision; to operate a variety of vehicles and equipment in a safe and effective manner; to read and interpret basic maps and blueprints; to understand and carry out written and oral instructions.

PHYSICAL DEMANDS:

- 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.
- 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 and supplies and equipment, operation of power tools and equipment, pushing, pulling, raking, shoveling, sitting, stooping, standing, twisting, and walking for extended periods of time.
- Personnel must have adequate physical strength and dexterity in order to operate large ground-driven machinery and special use equipment.
- Personnel must have the ability to lift and/or maneuver 50 pounds routinely.
- Personnel must have adequate physical strength and dexterity in order to lift, carry, load, unload and/or maneuver park/cemetery landscape debris and headstones.

- Must be able to perform essential functions and miscellaneous essential functions in all types of weather.

WORK ENVIRONMENT:

- 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.
- 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 November 1, 2018) 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; and
7. Performs work in a smoke and drug free work environment to promote health, safety, and productivity.

TERM OF EMPLOYMENT:

Following an offer of employment, and prior to starting work, individual filling the position will be required to pass a pre-employment 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.