



Job Description

JOB TITLE: Maintenance Worker III

DEPARTMENT: Public Works

REPORTS TO: Public Works Superintendent

DEFINITION: Non-exempt position performing manual to journey level work in the installation, repair and maintenance of streets, parks, buildings, utilities, and equipment of the Town; and other duties as assigned. Requires knowledge and experience using heavy equipment, including dump trucks, backhoes, Vactors and roadside mowers. Helps in the training of Seasonal Workers as well as Maintenance Workers Level I and II.

OPERATING PRINCIPLES:

Individuals are expected to work and act as a team player in all interactions with other Town employees; provide a high level of customer service at all times; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships with team members and others; and, consistently provide quality service.

ESSENTIAL DUTIES:

- **Streets** -- Patches street surfaces, keeps shoulder areas clean and unobstructed by vegetation, and maintains signage and street markings. Use heavy equipment to repair all aspects of the roadway.
- **Parks** -- Mows grass, trims vegetation, landscapes, maintains restrooms including garbage collection. Inspect and repair playground equipment.
- **Buildings** -- Repairs and performs minor to complex building maintenance on Town owned facilities and buildings.
- **Utilities** -- Installs new water meters, repairs water leaks, reads water meters, flushes water lines; maintains, repairs or installs all aspects of the water system. Cleans catch basins and culverts, remove shoulder material and cleans ditches; maintains, repairs or installs all aspects of the Stormwater System. Performs utility locates.
- **Equipment** - Performs routine maintenance and minor repairs on equipment including heavy equipment, vehicles, and small tools.

Regular, predictable and reliable attendance.



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MINIMUM QUALIFICATIONS:

- Must possess and maintain a valid Washington State commercial driver's license, minimum of a Class A with tanker and air brake endorsements.
- Must be able to use heavy equipment including backhoes, dump trucks, sweepers, Vactor truck, tractors, chippers and mowers.
- Requires ability and willingness to perform manual labor, including lifting of heavy objects on a routine basis.
- Must be able to perform basic arithmetic calculations.
- Must be able to understand and carry out complex oral and written instructions in the English language and communicate clearly with Public Works staff.
- Must be able to perform stressful duties in a calm and professional manner. Must be able to analyze situations and adopt a quick, effective and reasonable course of action. Must know how to trouble shoot a problem.
- Must have experience with underground utilities.
- Must be able to read and understand maps, drawings and Town Standards and have the knowledge/experience to conduct inspections.
- Must have mechanical aptitude.
- Must be able to work overtime before and after scheduled work shift and on days off upon short notice, as well as working varying shifts and be available to be recalled for emergency situations.
- Must possess and maintain a first aid/CPR card.
- Must possess and maintain a Washington State Flagger Certification.
- Must have a high school diploma or certificate of equivalency (GED).
- Must possess or have the ability to obtain a Washington State Department of Agriculture Pesticide License as a Public Operator with Right-of-Way Weed and Ornamental Weed categories.
- Must possess or have the ability to obtain a Cross Connection Control Specialist certification.
- Must have a minimum of 3 years experience in municipal Public Works.

DESIRED QUALIFICATIONS:

- Cement and concrete experience.
- Ability to weld and fabricate steel.
- Experience in mechanical repair of equipment and vehicles.
- Woodworking or construction skills.
- Experience in building repair and maintenance.
- Supervision and training of subordinates.



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WORKING ENVIRONMENT: Most of the work is performed outdoors in inclement weather and during all seasons. Some work is performed in confined areas. Heavy objects are lifted on a daily basis.

ESSENTIAL PHYSICAL ABILITIES:

<u>FREQUENCY GUIDELINES</u>				
SELDOM	OCCASIONAL	FREQUENT	CONSTANT	NEVER
(1-10% of the time)	(11-33% of the time)	(34-66% of the time)	(67-100% of the time)	(not at all)

Note: The demands described within this job description are meant to represent the potential level of demand that would be encountered over an extended period of employment. The employee may not meet the described level on a daily basis, but would need to be capable of doing so in order to maintain full-duty employment over time.

Sitting: The employee is required FREQUENTLY to sit while driving a vehicle or machinery and when completing paperwork/reports.

Standing: The employee is required FREQUENTLY to stand intermittently with either sitting or walking during a shift. Standing occurs on a variety of natural and artificial surfaces, including even and uneven ground. OCCASIONALLY the employee will be required to stand for long periods of time, such as when conducting traffic control.

Walking: The employee is required FREQUENTLY to walk intermittently with either sitting or standing during a shift. Walking occurs over a variety of natural and artificial surfaces, including even and uneven ground, and generally involves distances up to 200 feet without interruption, but may involve distances of up to ½ mile. OCCASIONALLY the employee will be required to walk at a high rate of speed or run when responding to an emergency situation. Though this may not occur regularly, the employee must be capable of completing this level of exertion.

Lifting/Carrying: The employee is required FREQUENTLY to lift/carry from 0-50 pounds, including but not limited to power or hand tools, and special equipment over distances of up to 100 feet or more, The employee is required to CONSTANTLY wear a utility safety vest, jacket or rain gear during a shift. The employee will also be required to exert force to lift or move items weighing significantly more than 100 pounds while working in a team in emergency situations. Though this may not occur regularly, the employee must be capable of completing this level of exertion. Use of both arms is required with all lifting/carrying activities.



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Pushing/Pulling: The employee is required **FREQUENTLY** to use 0-10 pounds of force to push/pull objects. **OCCASIONALLY** the employee will be required to push/pull with over 100 pounds of force. Though this may not occur regularly, the employee must be capable of completing this level of exertion. The employee must be able to push/pull with both arms.

Climbing: The employee is required **OCCASIONALLY** climb stairs, fences, retaining walls, and other obstacles encountered while working in the field. The employee will be required to climb ladders to reach high places on an **OCCASIONAL** basis. The employee must have the ability to climb stairs, ladders, fencing, retaining walls, and other obstacles.

Bending/Stooping: The employee is required **CONSTANTLY** to bend at waist level getting into and out of a vehicle. **FREQUENTLY** the employee is required to bend/stoop at waist level to obtain or access items located below thigh level, to reach for items on the ground, to look under items such as a vault lids, meter boxes or valve access covers. The employee must be able to bend/stoop if needed at any given time during a shift.

Kneel/Crawl: The employee is required **OCCASIONALLY**, on an irregular basis, when working in a ditch, trench or Town owned facility. The employee must be able to kneel/crawl if needed at any given time during a shift.

Laying: The employee is required on a **SELDOM** basis to lay prone to access valve covers and/or pipes. Accessing items under low objects, and manipulating a hand or power tool. Generally, the length of time in this position is short in duration, but can be for extended periods. Though this may not occur regularly, the employee must be able to lay prone if needed at any given time during a shift.

Twisting: The employee is required **FREQUENTLY** to rotate at neck level while driving. **FRQUENTLY** the employee will be required to rotate minimally at waist level. The employee is required **FREQUENTLY** to twist their wrists and forearms in conjunction with handling/grasping activities.

Handling/Grasping: The employee is required **CONSTANTLY** to handle/grasp items, and is commonly in conjunction with a twisting/rotating of the wrists and forearms, reaching, fine manipulation/fingering, and when pushing/pulling. Handling/grasping occurs bilaterally.

Reaching: The employee is required **FREQUENTLY** to reach between thigh and shoulder level. **OCCAISIONALLY** the employee is required to reach below thigh level or above shoulder level. Reaching is performed bilaterally and commonly in conjunction with force when working in a ditch or trench or in an emergency.



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Fine Manipulation/Fingering: The employee is required **CONSTANTLY** to use fine manipulation/fingering associated with completing paperwork and reports, and when using items including but not limited to hand or power tools, and special equipment. Fine manipulation/fingering occurs bilaterally and commonly in conjunction with handling/grasping.

Feeling: The employee is required **OCCASIONALLY** to use feeling when searching for water leaks

Repetitive Motion: The employee is required **FREQUENTLY** to perform tasks of a repetitive nature or motion. This is most closely associated with keyboarding to complete reports and other required paperwork, shoveling, sweeping, mowing or weed eating.

Vision/Communication: The employee must be capable of communicating in the English language. Normal or corrected to normal hearing is required. Normal or corrected to normal vision is required.

Taste/Smell: The employee **FREQUENTLY** may smell items such as cleaning chemicals, street patch, fuels (gas & Diesel) vehicle exhaust, sewer odors, etc.

Vibration: The employee **FREQUENTLY** will be exposed to vibration that is typically generated by use of hand power tools or rider equipment.

Temperature Extremes: The employee **OCCASIONALLY** will be exposed to temperature extremes which is required of the employee to carry out duties in all weather conditions.

Environmental Factors: Duties are mostly field based and interaction with moving vehicles, equipment and people is routine. It is common that fumes, airborne particles and/or pathogens, toxic/caustic chemicals and bodily fluids are present. Duties are expected to be carried out in all weather conditions.