

City of Washington Job Description Maintenance Worker I (Laborer)

Status: Full-time-Seasonal

FLSA Status: Non-exempt

Department: Streets and Sanitation

**Immediate Supervisor: Street Foreman and Street and Sanitation
Superintendent**

General Purpose of Position

Completes maintenance of public facilities and works on capital projects as assigned

Major Duties and Responsibilities (Essential Functions)

Maintains City grounds and related properties

- Mows, weed-eats, and seeds grass
- Performs raking and leaf pick-up
- Mulches landscape
- Picks up loose trash and empties trash receptacles
- Trims trees and disposes of brush properly

Maintains City buildings and facilities

- Cleans, maintains and paints buildings
- Cleans restrooms and repairs fixtures when needed
- Checks for vandalism or broken items at facilities
- Changes light bulbs, using heavy equipment when necessary
- Performs other necessary cleaning or maintenance duties

Maintains City equipment

- Performs seasonal maintenance
- Replaces equipment belts
- Changes oil in equipment
- Replaces equipment wheels and tires as needed

Performs other duties related to departmental activities

- Installs chain link fences
- Serves as Refuse Collector when needed
- Assists with concrete work and laying asphalt
- Backfill sinkholes and other depressions
- Repair and replace signs as needed
- Bush hog drainage ditches and other areas
- Complete general street maintenance activities
- Run snow removal routes and assist with other snow removal activities
- Keeps record of mileage/hours for vehicles and equipment
- Maintains appropriate logs, including hours used, and maintenance reports for all equipment
- Schedules and completes regular maintenance for equipment
- Performs needed maintenance such as: oil changes, checks tires, lights, and general engine maintenance
- Follows all work zone safety guidelines, wearing high visibility apparel, differentiate the worker from vehicles using signs, drums

Completes construction projects as assigned

- Builds wood structures from frame-in to finishing carpentry
- Performs metal work using welding techniques
- Builds various constructs using concrete, including retaining walls, handicap ramps, etc.
- Completes basic plumbing and electrical work

Marginal Duties and Responsibilities

- Performs other duties as directed

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is exposed more than two thirds of the time to conditions such moving mechanical parts; fumes, airborne particles, cramped spaces; toxic or caustic chemicals, debris, and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, handle, hold or grip, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit, run, climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling, raking or shoveling up to 25 pounds does generally occur. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus.

Required Education and Experience

High school diploma or its equivalent. One to three months related experience and/or training; or equivalent combination of education and experience. Must be able to read and write in English.

Preferred Education and Experience

Three to six months related experience and/or training; or equivalent combination of education and experience. One year of general maintenance experience is desirable. An equivalent combination of education and experience will be considered.

Licenses and Certifications

The person in this position must obtain a valid Class B Commercial Driver's Missouri driver's license within one year of employment.

Knowledge, Skills and Abilities

Knowledge

- Knowledge of proper maintenance, repair and use of equipment assigned to area of responsibility such as mowers, weed eaters, chain saws, loader, tandem axle dump truck.
- Knowledge of city's refuse collections routes and most efficient ways to run them
- Knowledge of safety regulations and rules regarding compacting garbage trucks, traffic
- Knowledge of layout of city streets
- Knowledge of federal and state statutes concerning the work of the department
- Knowledge of principles and processes for providing customer and personal services. This includes identifying customer needs, meeting standards for service and customer satisfaction

Skills and Abilities

- Ability to speak effectively before groups of customers or employees of organization, effective communication skills orally and in writing
- Ability to write routine reports and correspondence
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume
- Ability to apply concepts of basic algebra and geometry
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations
- Ability to prioritize daily work flow
- Ability to meet specified or required deadlines
- Ability to maintain accurate records
- Ability to attend to duties reliably and predictably
- Ability to follow departmental and City policies and procedures
- Ability to read and interpret engineering grades and slopes
- Knowledge of proper maintenance, repair and use of equipment assigned to area of responsibility such as mowers, weed eaters, chain saws, loader, tandem axle dump truck. Ability to use various types of equipment, including mowers, saws, weed eaters.
- Ability to use various types of equipment, including weed eaters, mowers, saws
- Ability to attend to safety of self and customers, identify hazardous situations

Supervision

None

Signature and Approval

Employee

Date

Department Director

Date

Human Resources

Date

City Administration

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.