



## CITY OF OTHELLO MAINTENANCE WORKER JOB DESCRIPTION

JOB TITLE:	Maintenance Worker	
REPORTS TO:	Public Works Director	
LOCATION :	City Shop	
FLSA STATUS:	Non-Exempt	
CLASSIFICATION:	Union	
PREPARED BY:	Public Works Department	
APPROVED BY:	Public Works Department	
SALARY RANGE:	\$51,768-\$62,928 DOE	DATE: July 29, 2024

---

### **Position Overview**

This is skilled and technical level work performing a variety of tasks, which requires proficient equipment operation, skilled tool manipulation and manual labor to operate, maintain, repair and construct infrastructure involving streets, storm, water and sewer utilities, parks, equipment, and buildings.

### **Essential Duties & Responsibilities**

Use hands and fingers to feel, manipulate or move objects, tools, or controls; reach with hands and arms; push, pull and lift objects; stand and/or walk or sit for successive extended periods; ascend or descend ladder; work at elevated heights; work in a space that is very close to the body with restricted movement; peripheral vision, depth perception, and the ability to adjust focus; hearing to distinguish equipment operating levels; ability to apply commonsense understanding to carry out instructions which frequently involve complex equipment to deal with problems involving multiple concrete variables in mostly standardized situations.

#### General Duties and Responsibilities:

- (a) Operates tractor equipped with concave blade or bucket or backhoe.
- (b) Operates truck equipped with dump body and/or blade. (Remove snow and ice)
- (c) Operates equipment to sweep or flush debris from street surfaces.
- (d) Operates high pressure and vacuum equipment and hand tools to clean sanitary and storm system piping, manholes and basins.
- (e) Operates equipment and hand tools and performs manual labor to construct and maintain street signs and markings.
- (f) Operates equipment and hand tools and performs manual labor to construct and maintain buried utilities, utility appurtenances, street surfaces, sidewalks, and curbing.
- (g) Operates equipment, hand tools and performs manual labor to maintain grass, shrubs and trees.

- (h) Fastens attachments to equipment.
- (i) Visually inspects equipment at periodic intervals to detect malfunctions or need for repair, adjustment, or lubrication, and to assure recommended operating standards are met.
- (j) Maintains equipment by adding greases, oils, and other fluids and performs repairs on equipment as directed.
- (k) Familiarize self and train others in safety related to tools, equipment and construction and maintenance procedures.
- (l) Read water meters.
- (m) Maintain daily time sheet and work order reports.
- (n) Clean and maintain all city restrooms.
- (o) As other duties Assigned.

Primary Duties and Responsibilities:

- Maintains parks and right of way by performing the following: cuts lawns; trims and edges around walks, flower beds, and walls; prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs; sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides; cleans grounds and removes litter; plants grass, flowers, trees, and shrubs; waters lawns and shrubs; maintains and repairs irrigation system; repairs fences, gates, walls, and walks; maintains outbuildings and ball fields; maintains, repairs and installs playground equipment.
- Maintains, repairs and constructs the sanitary and storm sewer collection and treatment system by performing the following: maintain sewer canal, pipe, manhole and catch basin cleaning program; periodically inspects waste water lagoons, canals, pumps, piping and appurtenances to detect leakage, corrosion, faulty fittings and malfunction of mechanical units; repair, replace, and adjust malfunctioning equipment to restore operating condition specified in regulations and repair manuals; maintains and repairs the sanitary lift stations; maintain competence concerning confined space operations, and trench work and shoring; locate, mark, and record underground facilities information.
- Assists in the maintenance and repair of the municipal pool by performing the following: clean and paint pipes, pumps, pool and building; establishes chemical adjustments for the process equipment; calculate mix proportions, mix chemicals, and treat water for disinfection; maintain, repair and replace pumps, motors and controls; train pool staff in the proper operation of pumps, motors and controls; teach proper mixing standards for chemicals and testing water.
- Assists in the maintenance, repairs and construction of the water distribution system by performing the following: periodically inspects water pumps, storage tanks, piping and appurtenances to detect leakage, corrosion, faulty fittings and malfunction of mechanical units; repair, replace, and adjust malfunctioning equipment to restore operating condition specified in regulations and repair manuals; maintain a valve and hydrant exercise program; maintain competence concerning trench work and shoring and confined space operations; install meters and pipeline taps and connections in accordance with city standards; calculate mix proportions, mix chemicals, and treat water to disinfect or decontaminate pipelines or appurtenances, tools or equipment; locate, mark, and record underground facilities information.
- Maintains streets, curbs and sidewalks by performing the following: operate tractor equipped with concave blade or bucket to gouge out, level, and distribute earthen material or products used in street construction and maintenance; operate truck equipped with dump body to transport, dump and spread or pile loose materials such as sand, gravel, crushed rock, or bituminous paving materials; operate equipment to clean streets of debris

or snow and ice; construct, patch and seal street surfacing; construct and maintain sidewalks and curbing; maintains storm system appurtenances. Install, maintain, and repair street signs.

## **Qualifications**

**KNOWLEDGE and/or EXPERIENCE:** One to three years related training or experience with heavy equipment operation and tool use craftsmanship.

**LANGUAGE SKILLS:** Ability to read and comprehend instructions, short correspondence, memos and reports that may provide technical information. Has the ability to write simple correspondence. Has the ability to present information in one-on-one and small group situations of other employees of the organization. Language written and spoken is normally English.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in units of American standard measure, using whole numbers, common fractions, and decimals. In addition, the maintenance worker will have the ability to compute rates, ratio, and percentages, along with the ability to interpret charts and graphs.

**REASONING ABILITY:** Ability to apply commonsense understanding to choose an appropriate method or procedure to carry out instructions furnished in written, oral, or diagram form, and discerns that the work complies with prescribed standards. Ability to examine and interpret data, search for additional data, summarize and draw conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess and maintain a current State of Washington Driver's license. Must obtain within the first twelve months of employment and maintain as necessary thereafter Washington State driver license endorsements (Class B CDL) for specific departmental vehicles and a Flagger's Certificate. May be required to obtain and then maintain a water and/or sewer certificate for a municipality. May be required to obtain and then maintain a pool operator's certification and other certifications as required.

**EQUIPMENT OPERATING SKILLS:** Ability to perform operations using tools, machines, and equipment common to this department, to include front loader, backhoe, dump truck, street sweeper, snowplow truck, and combination sewer cleaner (vactor). Machines and equipment skills must be sufficient to move, position and perform minor tasks for work outside the employee's area of primary responsibility. Machine and equipment skills must include moving, positioning, and performing major tasks in a safe and efficient manner for work performed in primary responsibility. Tool skills must include choosing a suitable tool and accomplishing work in strict conformance with departmental standards.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to use hand to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is frequently required to stand and/or walk for a two-hour period or sit for a two-hour period. The employee is occasionally required to climb a ladder to ascend to work at elevated heights or descend to work below ground level. The employee must occasionally push and pull objects weighing more than 60 lbs. and regularly lift 30 lbs. more with assistance. Specific vision abilities required by this job include peripheral vision, depth perception, and the ability to adjust focus. Employees must be able to hear and distinguish equipment-operating levels, warning devices and communication equipment.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places, and narrow spaces that allow only minimal body movement, and

is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

**Benefits:**

Medical, dental, vision, Retirement through the Department of Retirement Systems, PTO including vacation, sick time, paid holidays, and personal holidays.

**Acknowledgement**

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive and the job may require other essential and/or nonessential functions, tasks, duties or responsibilities not listed herein. The City administration reserves the right to add, modify or exclude any essential or nonessential requirement(s) at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_