

# **PUBLIC WORKS MAINTENANCE SPECIALIST I**

## **GENERAL STATEMENT OF DUTIES:**

Performs semi-skilled and skilled tasks in the maintenance and operation of the city water distribution system, city streets, parks, buildings and grounds, and storm water collection facilities. Performs related work as required.

## **DISTINGUISHING FEATURES OF THE CLASSIFICATION:**

This employee is responsible for varied construction and maintenance tasks associated with the city's infrastructure. This employee generally works as a member of a crew on street, water distribution, parks and storm water projects but may also work independently on selected projects.

## **SUPERVISION RECEIVED:**

Work is performed under the supervision of the Public Works Director or designee.

## **SUPERVISION EXERCISED:**

Supervision is not a responsibility of this position.

## **ESSENTIAL JOB FUNCTIONS:**

- Performs routine maintenance and landscape maintenance of all facilities and parks.
- Performs maintenance and repair on all street and storm water infrastructure
- Performs maintenance and repair on water distribution system infrastructure while maintaining Oregon Water Distribution I certification

## **KEY JOB-RELATED TASKS:**

1. Repair of water system leaks, water service installation and placement of water meters.
2. Perform hand excavation of utility lines, laying pipe and backfilling trenches.
3. Reading of water meters as part of a monthly schedule.
4. Minor operation of backhoe and similar equipment.
5. Routine checks and cleaning of storm water catch basins.
6. Filling of potholes and performing other street related maintenance.
7. Traffic control functions such as setting up signs and flagging traffic.
8. Fertilize, mow, trim, and edging of lawns. Plant, cultivate and prune trees and shrubs. Other landscaping tasks as assigned.
9. Weed removal to include hand pulling as well as mechanical options.

10. Maintain Playground structures and equipment, such as benches, gates, fencing and all other park related infrastructure.
11. Maintenance and repair of irrigation systems.
12. Perform minor plumbing and carpentry tasks.
13. Painting of various City owned facilities and infrastructure.
14. Operation of mowers, compactors, pumps, air compressors, common power tools and other tools needed to complete tasks.
15. Empty and dispose of trash from all facilities, buildings and parks. Clean and sanitize rest rooms. Make repairs and remove graffiti associated with vandalism.
16. Respond to emergencies as required or directed.
17. Works safely, efficiently and completes projects in a timely manner.
18. Perform general maintenance duties or other related work as required.

**MINIMUM ABILITIES NECESSARY FOR THE POSITION:**

- Work independently with a minimum of supervision
- Perform physical labor in sometimes adverse weather conditions
- Maintain effective working relationships with other employees, supervisors and the public
- Sufficiently perform the physical requirements of the classification
- Understand and carry out oral and written instructions.
- Perform all work in a safe manner

**EDUCATIONAL REQUIREMENTS:**

High school diploma or equivalent.

**EXPERIENCE AND TRAINING:**

Experience in buildings/grounds maintenance and construction required – two or more years desirable - or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

**NECESSARY SPECIAL REQUIREMENTS:**

- Possession of Oregon Class C Driver license
- Water Distribution level 1 or ability to obtain within eighteen months
- Oregon issued flagger certification or ability to obtain within six months
- Criminal Justice Information System (CJIS) certification, or ability to obtain within six months

**PRE-EMPLOYMENT REQUIREMENTS:**

- Satisfactory completion of a drug screening test

- Satisfactory completion of a background check
- Education and experience verification
- Demonstrated ability to perform essential functions

**FLSA EXEPTION STATUS:**

Non-exempt.