CITY OF MEDINA
CLASSIFICATION DESCRIPTION
POSITION: Maintenance Worker
DEPARTMENT: Public Works
REPORTS TO: Public Works Director or Maintenance Supervisor
FLSA STATUS: Non-Exempt – Represented by Local 763 of the Teamsters Union

GENERAL FUNCTION
Under immediate to general supervision, depending on the level, performs semi-skilled to skilled work and operates a variety of equipment in the construction repair and maintenance of streets, storm drains, buildings, grounds, open spaces, parks, park improvements and other city facilities.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES
• This list is intended only to illustrate the various types of work that may be performed. The omission of specific Statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

• Operates a variety of equipment and performs a variety of unskilled to skilled maintenance work including operates a variety of equipment in the construction, operation, repair and maintenance of City streets, parks and storm drainage and facilities.

• Inspects and/or repairs streets, parks, and drainage systems at frequent intervals to ensure that all systems are functioning properly.

• Inspects, washes, and performs routine maintenance of drinking fountains, restrooms, tennis courts, basketball courts and children’s play area.

• Sweeps, washes, paints, and repairs or replaces outdoor tables, benches and slabs.

• Mows lawns and maintains park and open space areas; weeds; cleans and maintains courts and appurtenances; maintains irrigation systems and repairs and installs irrigation lines and sprinkler heads.

• Performs minor unskilled or semi-skilled maintenance of open space structures such as restrooms, shelters, sheds, etc. by performing custodial, maintenance, painting, plumbing, carpentry, and other work.

• Plants lawns, trees, shrubs, and flowers.

• Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of parks and open spaces.

• Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems. Operates tractors, mowers, jackhammers, welders, trucks, steam cleaners, buffers, washers, and other equipment as needed.

• Collects and disposes of garbage and recycle from the PW Maintenance Facility; picks up litter (garbage and recycle) from all city owned property.
- Sets up and takes down equipment for various functions and programs, prepares facilities for program use.
- Maintains a variety of records relating to inspections, maintenance activity, etc.
- Determines the locations of gas, telephone, power, cable, water and sewer lines from the appropriate sources prior to excavation.
- Ensures the proper maintenance of equipment and tools by cleaning and maintaining.
- Operates vehicles of various sizes and weights. Loads, hauls and unloads various equipment and materials.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor in addition to cleaning equipment.
- Performs all duties in conformance to appropriate OSHA standards.
- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.
- Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.
- Performs custodial work as required and assigned, including: change light bulbs and fluorescent tubes; mop; dump garbage and reline cans with liners; clean and sanitize park restrooms and replenish supplies; sweep; clean spills; clean drinking fountains, mirrors, tables, walls, light fixtures; wash windows, walls, metal and woodwork; clean rain gutters.
- Fabricates, installs and maintains street signs and markings.
- During specific weather events, Maintenance Works will perform snow removal operations which includes plowing, sanding and spreading de-icer on city streets and sidewalks.
- Retrieves City archived records from City off-site storage facilities.

Other Duties
- May perform duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES (Entry requirements)

KNOWLEDGE OF:
- Types of tools and equipment used in construction
- Equipment, facilities, materials, methods and procedures used in maintenance, construction and repair of public facilities
- Basic landscape maintenance, construction techniques
- Safe work techniques and practices per OSHA Standards
• Maintain current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.

SKILLS AND ABILITY TO:

• Performing heavy manual tasks for extended periods of time
• Operate various motorized vehicles, tools and equipment
• Working safely
• Establishing and maintaining effective working relationships
• Understanding and carrying out written and oral instructions
• Operating, maintaining and proper use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, backhoe, and common hand and power tools
• Communicating effectively orally and in writing as appropriate for the needs of the audience
• Effective time management
• Preparing and maintaining accurate records and reports as needed

MINIMUM QUALIFICATIONS

Any combination of education or experience equivalent to graduation from high school and two (2) years of related public works maintenance and/or construction experience.

Special Requirements

A valid Washington State driver’s license, Flagger certificate and CPR certificate is required at the time of appointment or at a time set by the City.

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing the duties of this job, the employee is continuously required to hear and frequently walk up to 1 hour – 5 hours per shift, bend, crouch, reach below and at the waist, reach above the shoulder, grasp, drive and talk. The employee is occasionally required to sit up to 3 hours – 6 hours per shift, stand up to 2 hours – 7 hours per shift, climb, balance, kneel, crawl, twist, have use of both hands and use foot controls with both feet.

The employee must frequently lift, carry or push/pull up to 25 pounds and occasionally lift, carry or push/pull 50 pounds. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee generally works in outside weather conditions and frequently inside. The employee is frequently exposed to atmospheric conditions, excessive noise, vibration and moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, electric shock and toxic and caustic chemicals.

The overall noise level in the work environment is usually moderate.