

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

MAINTENANCE WORKER - PUBLIC WORKS

2205

GENERAL PURPOSE:

Performs a variety of routine and emergency maintenance and equipment operation tasks related to the repair of streets, water distribution lines and services, and sanitary and storm sewer lines.

CLASSIFICATION SUMMARY:

The principal function of an employee in this class is to perform work associated with the construction, repair and maintenance of the City's water, sewer and/or street systems. Work is performed at the journey level of maintenance duties and equipment operation work in the streets, water, and sewer divisions. Positions of this classification may be responsible for providing on-the-job training to employees at the apprentice level. The work is performed under the supervision of the Department Superintendent or Section Supervisor. An employee in this class performs the duties of other employees in the City as required or as assigned by supervisory personnel. The principal duties of this class are performed in an outdoor environment which may involve adverse weather conditions and related hazards. Employees may work individually or as a member of a crew. Work performance is evaluated for the quality of workmanship on projects and the proficiency and safety demonstrated on equipment operation.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs manual labor including digging, shoveling and operating jack hammers, tap machines, threader, dump trucks and other equipment to construct, maintain and repair City public works facilities and systems; operates backhoes and front-end loaders to load and remove earth, gravel and trenching materials; Manually digs trenches, secures, lowers and installs pipes and replaces and compacts bedding and overlay material; Works with other Public Works and Street crews to perform large scale maintenance and repair on the City's water service distribution infrastructure; provides underground utility locations as needed.

Operates high velocity cleaner, air compressor, rodder, and other equipment by preparing the equipment for use, preparing the site for work, operating the vehicle, putting equipment and apparatus back in the vehicle after work is complete, and cleaning up around the work site; installs, repairs, and maintains water mains, water services, and water meters; cleans catch basins; installs and tests backflow devices; tests and chlorinates water lines.

Records water usage by driving and walking specified routes to read individual and group water meters at residential and business addresses; performs re-checks of meters previously read to verify accuracy or notify owners/occupants of possible problems and check for faulty meters or distribution system malfunctions; disconnects services from abandoned dwellings and turns off water services for non-payment of services.

Performs street maintenance work; drives dump trucks to haul materials; shovels and rakes asphalt; fills and patches chuckholes; operates roller, front-end loader, street sweeper, backhoe, tractor, paint striper, snow plows, and sand spreaders; operates grader or loader to maintain streets and alleys.

Repairs and installs traffic signs in addition in performing general maintenance tasks; replaces street light bulbs and repairs light poles using ladder truck and pickup truck; performs underground utility locating functions as needed.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

Operates welding equipment to fabricate or repair equipment.

OTHER JOB FUNCTIONS:

Supervises seasonal personnel and trains apprentice employees in the safe operation of equipment;

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Techniques, materials, tools, and equipment involved in the repair and maintenance of streets, water, sanitary, and storm sewer systems;
- The safe operation of tools and equipment used in performing maintenance tasks on streets, water, and sewer;
- Proper lifting techniques and personal protective equipment used in the operation of hand and power tools;

Ability to:

- Comprehend and follow safety rules and regulations;
- Perform repair and maintenance tasks on streets, water, and sewer assignments;
- Understand and execute oral and written instructions;
- Work out of doors for extended periods under all weather conditions;
- Establish and maintain effective working relationships with other employees, supervisors, and the public;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Physically perform the essential functions of the job;
- Obtain and maintain a valid driver's license and a safe driving record;
- Obtain and maintain a cross connection control specialist certificate as required by the position;
- Obtain and maintain a water distribution specialist certificate as required by the position.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Successful completion of the apprentice training program; or previous public works maintenance experience at a level equivalent to apprentice maintenance worker - public works which demonstrates the application of public works maintenance procedures.

Ability to obtain Class A CDL and required City endorsements, issued by the State of Washington.

TOOLS AND EQUIPMENT USED:

Diesel dump truck with and without snow plow, diesel sewer jet vacuum truck, sewer rodder, pickup, ladder truck, front end loader, backhoe, forklift, pavement roller, pavement saw, motor grader, street sweeper, oxygen-acetylene torch, arc welder, atmosphere test device, sander, t.v. camera, jackhammer, salt machine, pressure tester, tap machines, paint machines, bail machines, cross-connection certification testing devices, hand tools including but not limited to: hammer, cut-off saw, tamper, pipe wrench, grinder,.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

The noise level in the work environment is usually loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Non-Exempt

Adopted: 9/82 Revised: 9/91, 5/94, 6/99, 12/01