



City of Des Moines, Washington

JOB DESCRIPTION



MAINTENANCE WORKER I & II

Regular, Full-time

Salary Grade: T-11 Maintenance Worker I
T-15 Maintenance Worker II
FLSA Status: Eligible for Overtime Compensation
Union Status: Teamsters
EEO Category: Service Maintenance

Nature of Work

Maintenance Worker duties are manual skilled and semi-skilled tasks in the installation, repair and maintenance of streets, surface water drainage facilities, parks and recreation grounds, and/or City buildings and facilities. Typically works as a crewmember under supervision. Incumbents are generally assigned to a specific division but will assist other divisions as needed.

Maintenance Worker I is the entry-level classification in the Maintenance Worker series. Incumbents perform maintenance, repair and construction duties of a routine nature under close supervision, working under immediate supervision while learning job tasks. Positions at this level are distinguished from the Maintenance Worker II by the performance of less than the full range of duties as assigned to the journey level classification. This classification is typically used as a training classification in that incumbents have only limited related work experience. Employees assigned to this classification are generally advanced to the Maintenance Worker II level upon meeting the requirements, subject to satisfactory performance.

Maintenance Worker II is the journey level classification in the Maintenance Worker series and is distinguished from the Maintenance Worker I level by the performance of the full range of duties as assigned with only minimal instruction or assistance. Incumbents work independently, seeking assistance only as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this classification may be flexibly staffed, and are generally filled by advancement from the Maintenance Worker I classification subject to satisfactory performance; however, depending on the assignment, openings may be filled by external applicants whose qualifications better meet the City's current needs.

Essential Functions

- Performs installation, maintenance, troubleshooting, and repair of City streets, storm drainage systems, parks, buildings, and other City structures and facilities as assigned.
- Maintains City buildings, structures and facilities by performing routine preventative maintenance; performing both interior and exterior general carpentry; and assisting in the maintenance and repair of heating, cooling, mechanical, electrical, plumbing and lock systems.
- Performs repair, maintenance, and construction of City streets and right-of-ways; repairs potholes and sidewalks; seals pavement cracks and performs patching; re-paints pavement

markings and applies pavement buttons; spreads sand and removes snow; replaces and maintains street signs; installs traffic control signals and devices.

- Performs repair, maintenance, and construction of storm drainage systems; locates storm drainage systems and ditches; inspects retention and detention facilities; installs and cleans catch basins and culvert pipes.
- Performs routine repair, construction, and drainage maintenance; basic masonry, pavement and utility repair; assists in storm events and pollution event response emergencies.
- Maintains City parks and recreation grounds; mows, edges, and applies pesticides and fertilizer to landscaped areas; maintains turf, trees, shrubs, athletic fields, and play equipment; installs, repairs and maintains irrigation systems; plants and maintains flower beds; rakes leaves, prunes and trims trees, and repairs fences as needed.
- Utilizes proper safety precautions related to all work performed
- Recognizes hazardous situations and/or materials; isolates area and denies entry to hazardous areas; notifies appropriate Hazmat and law enforcement agencies for handling.
- Maintains traffic control systems; paints and stripes City streets, curbs, crosswalks and guardrails; installs permanent markers and reflectors along streets and highways.
- Maintains inventory of traffic materials including signs, paint and sand.
- Responds to emergency calls to remove traffic accident debris from City streets.
- Constructs forms, pours and finishes concrete on curbs, gutters, sidewalks, and waterways; performs concrete repairs, patch work, brick, block walls, and associated masonry work.
- Performs walk-through inspections of storm drains, ensures proper working order; makes repairs as necessary.
- Assists other divisions with tasks as needed.
- Provides assistance to other departments and special events as needed.
- Removes and disposes of trash.
- Operates departmental equipment, including but not limited to pickups, tractor mower, brush cutter, backhoe, boom truck, front-end loader, grader, roller, dump truck, tractor, chipper, chain saws, weed eaters and other handheld power tools.
- Performs preventative maintenance and minor adjustments to equipment.
- Organizes and assembles materials and equipment necessary for tasks.
- Reports back to work when called upon after normal hours as required for emergency work.
- Maintains accurate records and completes service requests.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Knowledge of methods, equipment and materials used in general maintenance and construction work.
- Knowledge of techniques and ability to operate equipment, tools used in the maintenance and repair of streets, storm drains, and landscaping.
- Knowledge or occupational hazards and standard safety practices.
- Basic knowledge of equipment repair and maintenance.

- Ability to effectively apply the methods, operations and activities of street, storm drain, and park maintenance programs.
- Ability to operate and repair a variety of equipment in a safe and effective manner.
- Observe legal and defensive driving practices.
- Ability to perform a variety of heavy manual tasks for extended periods of time under varying weather conditions.
- Ability to work nights, weekends, stand-by and emergency call-ins
- Ability to occasionally lift, push, and pull objects up to 60 pounds single-handedly and 200 pounds with assistance.
- Perform the essential functions of the position.
- Be punctual and dependable.
- Establish and maintain effective working relationships with other employees, supervisors, and the public.
- Understand and follow oral and written instructions.
- Accurately perform basic mathematical computations.

Maintenance Worker I Requirements

- High school diploma or GED.
- Related experience in the installation, repair and maintenance of the position's specific division assignment (streets, surface water drainage, facilities, or parks) strongly preferred.
- Vocational school or technical training in maintenance and repair or construction trade preferred.
- Successful completion of pre-employment background, criminal history, and driving record checks.
- Possession of a good driving record, and ability to maintain throughout employment.
- Possession of a valid Washington State driver's license;
- Possession of a valid First Aid/CPR card, or obtain within three months of hire date, and ability to maintain throughout employment.
- Possession of a current Washington State Department of Transportation Traffic Flagging Card, and ability to maintain throughout employment.
- Park Division employees must maintain a current Commercial Pesticide Operator's License.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Maintenance Worker II Requirements

- All of the above Maintenance Worker I requirements;
- Four years' equivalent work experience in streets, surface water, facilities or park maintenance; and
- Possession of a valid Class A Commercial Driver's License (CDL).
- Pre-employment, random, and post-accident drug and alcohol testing are required for this position.
- Current City employees in the Maintenance Worker I classification are generally advanced to the Maintenance Worker II classification after meeting the four-year experience requirement, subject to satisfactory performance.
- Related experience in the installation, repair and maintenance of the position's specific division assignment (streets, surface water drainage facilities, or parks) strongly preferred.

- Vocational school or technical training in maintenance and repair or construction trade preferred.

Working Conditions and Physical Abilities

- **Working Conditions:** Typical assignments work primarily outdoors; travel from site to site; exposure to noise, dust, grease, smoke, fumes, solvents, toxic agents/chemicals, gases, electrical currents, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. May be assigned to hazardous work areas such as street surfaces, rights-of-way, medians; in ditches, pits and underground vaults; confined spaces; around heavy equipment; and operating potentially dangerous tools.
- **Physical Abilities:** Primary functions entail strenuous physical labor, requiring physical dexterity and mechanical aptitude. Duties require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp and make repetitive hand movement; to lift, carry, push, and or pull moderate to heavy amounts of weight (frequently up to 50 pounds and occasionally up to 100 pounds with assistance). Must be able to operate assigned equipment and vehicles, and to verbally communicate to exchange information. Specific vision abilities include close vision, distance, vision, color vision, peripheral vision, depth perception, and the ability to focus, with or without correction. Must be able to hear in the normal audio range with or without correction.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Classification History: Current City employees in the Maintenance Worker classification are grandfathered at the MW II level, with MW I level implemented for new hires beginning in June 2017.