

City of Cottage Grove
Job Description
MAINTENANCE WORKER I – PUBLIC WORKS - UTILITIES

Department: Public Works	FLSA: Non-Exempt
Reports to: Utilities Supervisor	Representation: Laborers Unit
Pay Range: 8	Date Adopted: April, 2017

Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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 may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

Performs entry-level, skilled and semi-skilled tasks in the maintenance and operation of municipal utilities, streets, buildings and grounds and other public works structures and facilities.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

An employee in this classification will perform skilled and unskilled tasks as well as general tasks with the public works crews. Work is performed under the general direction of the Utilities Supervisor. Direct supervision is provided by both the Utilities Supervisor and the Utilities Leadman.

ESSENTIAL FUNCTIONS:

1. Performs skilled and unskilled tasks with public works crew on projects pertaining to maintenance activities of the water, wastewater, storm drainage, parks and street systems.
2. Performs minor plumbing and building maintenance tasks.
3. Mows and trims lawns, bushes or shrubs in parks or public spaces.
4. Planting & cultivating lawns, shrubs and trees.
5. Control insects and weeds.
6. Inspects playground equipment for safety and needed repairs.
7. Repairs and maintains playground equipment and areas for safety and operation.
8. Maintains and repairs irrigation systems and other park facilities or equipment.
9. Cleans, removes trash, litter debris from parks, trails and public spaces.
10. Operates various work equipment and vehicles as well as power and hand equipment.
11. Flags or controls traffic on job sites.
12. Performs routine maintenance on road surface, signage or facilities in the right of

ways.
13. Performs other entry-level Public Works related activities as required.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands or requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In the performance of job duties the employee is required to sit, stand, communicate, discern alarms or notices, stoop, kneel, crouch and reach above shoulder level. Manual dexterity and coordination are required while operating light and heavy work equipment such as vehicles, dump trucks, manual and power tools, radios, lawn mowers, edgers, chain saws, trenchers. Must be capable of regularly lifting, pushing and pulling up to 50 pounds.

More than 95% of the work occurs outside on job sites including open excavations and confined spaces or other areas with uneven terrain in adverse conditions. Works with or around machinery, construction equipment and exposed to weather, noise, water and dirt, mud, rock and dust.

DISTINGUISHING CHARACTERISTICS:

Is responsible for varied construction and maintenance tasks for streets, water and sewer projects, City buildings, park grounds, equipment, and facilities. Works as a member of a crew on street, water and sewer projects; may work independently on selected jobs.

JOB SPECIFICATIONS:

Education & Experience:

This is an entry-level position; however, a minimum of two years of experience in utility operations and building/grounds maintenance, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to attain the performance requirements is highly preferred. Requires high school graduation or equivalency. Willingness to obtain additional training in various skills related directly and indirectly to public works activities. Must possess valid, unrestricted Class C Oregon driver's license with requirement to obtain Class A license within 6 months of appointment; preference will be given to persons already holding valid, unrestricted Class A Oregon Driver's license when appointing new employees in this classification.

Certification in Water Distribution and/or Wastewater Collection or other area related to the assigned job responsibilities is preferred, encouraged and required in order to advance to the next Maintenance Worker level.

Knowledge, Skills and Abilities:

Municipal utility operations; building and grounds maintenance which includes building maintenance and plumbing; maintenance tools (hand and power); landscaping practices

and techniques; safety rules and precautions related to the use and application of pesticides and/or utility maintenance & construction; safe use of vehicles, tools, materials and equipment required to perform the assigned duties.

Special Requirements and Certifications:

No specific requirements and certifications beyond the educational requirement. However, use of various Public Works vehicles, machinery, tools and equipment which would normally be used in day-to-day Public Works duties is desirable.

Supervisory Duties:

Supervision is not normally a responsibility of positions in this classification.

Supervision Received:

Work is performed under the supervision of an assigned Public Works Supervisor or Leadman.