

**City of Cottage Grove
Part-Time Maintenance Worker
Job Description**

Department: Public Works	FLSA: Non-Exempt
Reports to: Maintenance & Utility Supervisor	Representation: Non-Represented
Pay Range: \$10.75	Date Adopted: May 2018

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 semi-skilled, routine, manual work performing standard custodial, cleaning, and general maintenance and upkeep of buildings, grounds, facilities, lawns, parks, playgrounds, and athletic areas. Work involves tasks of a nature that generally require a high degree of manipulative skills or previous experience in order to perform the work efficiently. Work is performed without immediate supervision in an assigned area, and may involve scheduling around other City staff and/or the public depending upon the assignment. Work may be performed during the day, evenings, weekends, and/or holidays. Work is generally performed in accordance with established procedures, but specific instructions may be given in unusual tasks/problems. Work is subject to inspection for compliance of established standards.

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.

ESSENTIAL FUNCTIONS:

- Mows, trims, edges, fertilizes, weeds, mulches, and waters within parks, playing fields, and other landscaped areas.
- Sweeps, mops, waxes, and refinishes floors in buildings and parks.
- Cleans and disinfects restrooms, replenishes supplies, and performs basic plumbing maintenance.
- Participates in the work of setting up and breaking down meeting rooms and facilities for functions.
- Performs basic carpentry, painting, dusting, trash removal, litter pick-up, and moving of furniture.
- Mixes and dilutes cleaners, disinfectants, strippers, and petroleum products for proper use.
- Closes windows, turns off lights, and locks doors and/or gates to secure buildings, parks, and/or restrooms; reports unauthorized persons and other

security problems; monitors and remains aware of activities in Department buildings, parks, and/or playing fields.

- Operates light and/or medium duty automotive and all-terrain vehicles; may drive a City vehicle to specified work area.
- Operates small tools and equipment such as self-propelled or riding mower, weed eater, chainsaw, and floor cleaning machines.
- Maintains equipment, materials, and supplies in proper condition and keeps work and storage areas safe.
- Reports the need for maintenance or repair of facilities/work areas to the appropriate supervisor.
- Corrects or reports fire or safety hazards, and places signs or barriers in public areas.
- Keeps basic records of work performed including time sheets, work checklists, safety reports, and work requests.
- May install and maintain irrigation systems, apply and monitor common fertilizers, pesticides, and herbicides.
- Performs street maintenance such as; curb & crosswalk painting, crack sealing, tall grass removal, and sign repairs.

IMPORTANT FUNCTIONS:

ESSENTIAL PHYSICAL REQUIREMENTS:

Must be physically capable of working in adverse weather conditions; must be capable of heavy lifting, frequent twisting, pushing/pulling, manual dexterity, stooping, sitting, reaching above shoulder level, sitting and operating mowers/tractors for extended periods of time. Must be able to work out of doors the majority of time regardless of weather conditions.

DISTINGUISHING CHARACTERISTICS:

Responsible for the varied maintenance tasks for City grounds, equipment, and facilities. Works as a member of a crew on public grounds maintenance projects; may work Independently, to include golf course, parks and other City properties.

JOB SPECIFICATIONS:

Education & Experience:

High school graduation or equivalency. Must possess valid, Oregon driver's license. Must be 18 years of age or older.

Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of proper cleaning methods and the safe use of cleaning materials and disinfectants.
- Knowledge of safe work methods and safety regulations pertaining to the work.
- Knowledge of shop mathematics and basic record keeping practices.
- Knowledge of basic painting, plumbing, and tools and techniques.

Skill:

Practical skill and knowledge (but not proficiency) in trades such as painting, carpentry, plumbing, masonry and grounds keeping.

Ability:

- Ability to operate automotive/all-terrain vehicles and light-duty motor vehicles.
- Ability to follow written and oral instructions.
- Good written and oral communication skills; ability to follow written and oral instructions.
- Ability to perform manual labor, sometimes under unfavorable weather conditions.
- Depending upon assignment: Ability to work long and/or late nights, early mornings, split shifts, on weekends and holidays.
- Ability to establish and maintain effective working relationships.

Special Requirements and Certifications:

None required.

Supervisory Duties:

Supervision is not a responsibility of positions in this classification.

Supervision Received:

Work is performed under the general supervision of the Public Works Maintenance Staff.