

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

<b>Department:</b> Public Works	<b>FLSA:</b> Non-Exempt
<b>Reports to:</b> Maintenance, Utility, or Golf Course Supervisor	<b>Representation:</b> NA
<b>Pay Range:</b> \$10.25-\$14.23	<b>Date Adopted:</b> May 2018

**GENERAL POSITION SUMMARY:**

Performs entry-level, skilled and semi-skilled tasks in the maintenance and operation of municipal utilities, streets, buildings, parks, golf course and other public works structures and facilities. Operates various light work equipment and vehicles including tipper trucks, etc. Uses manual and power tools during the performance of skilled and unskilled tasks related to Public Works and Maintenance activities including but not limited to street maintenance and repair, traffic control including flagging, building maintenance, traffic signs and park maintenance; performs other Public Works Maintenance activities as required or assigned.

**DUTIES AND RESPONSIBILITIES:**

1. Performs skilled and unskilled tasks with public works crew on projects pertaining to maintenance activities of the Maintenance, Utility, & Golf Course Divisions of the Public Works & Development Department.
2. Performs minor plumbing and building maintenance tasks.
3. Performs park & golf course maintenance activities including but not limited to:
  - a. Mowing & trimming lawns
  - b. Planting & cultivating lawns, shrubs and trees
  - c. Controlling insects and weeds
  - d. Maintaining play equipment, irrigation systems and other park equipment
  - e. Performing other parks maintenance activities
4. Operates various work equipment and vehicles as well as power and hand equipment.
5. Performs other entry-level Public Works related activities as required.

**ESSENTIAL FUNCTIONS:**

Work as a member of a group and independently with a minimum of supervision; perform physical labor in frequent adverse weather conditions; sufficiently perform the physical

requirements of the classification; understand and carry out oral and written instructions; perform basic math operations; make efficient use of maintenance tools (hand and power); perform effective written and oral communication to maintain effective working relationships with other employees, supervisors and the general public; computer skills are desirable.

**IMPORTANT FUNCTIONS:**

Certifications in flagging, lift operation or other area related to the assigned job responsibilities is preferred, encouraged and required in order to assist the Maintenance, Utility, & Golf Course Divisions in accomplishing daily tasks.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

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

**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 most maintenance, utility, and golf course job but may work independently on selected jobs.

**JOB SPECIFICATIONS:**

**Education & Experience:**

This is an entry-level position. Requires high school graduation or equivalency. Willingness to obtain additional training in various skills related directly and indirectly to maintenance, utility, and golf course activities. Must possess valid, unrestricted Class C Oregon driver's license.

**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 utility, maintenance, and golf course; 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 vehicles, machinery, tools and equipment which would normally be used in day-to-day maintenance, utility, and golf course duties is desirable. Must pass a drug test and adhere to the City's drug free workplace policy.

**Supervisory Duties:**

Supervision is not a responsibility of positions in this classification.

**Supervision Received:**

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