

The City of Cottage Grove Invites Applications for

MAINTENANCE WORKER I

GENERAL STATEMENT OF DUTIES:

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. Operates various light and heavy work equipment and vehicles including dump trucks, etc. Uses manual and power tools during the performance of skilled and unskilled tasks related to Public Works activities including but not limited to city water and wastewater system repairs and installation, street maintenance and repair, traffic control including flagging, building maintenance, traffic signs and Parks maintenance; performs other Public Works activities as required or assigned.

DISTINGUISHING FEATURES OF THE CLASSIFICATION:

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.

SUPERVISION RECEIVED:

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

SUPERVISION EXERCISED:

Supervision is not normally a responsibility of this position.

KEY PERFORMANCE AREAS:

1. Performs skilled and unskilled tasks with public works crew on projects pertaining to maintenance activities of the water, wastewater, storm drainage and street systems.
2. Performs minor plumbing and building maintenance tasks.
3. Performs park 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.

EMPLOYMENT STANDARDS

EDUCATIONAL AND TRAINING REQUIREMENTS:

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.

CERTIFICATIONS REQUIRED:

None required; however, 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.

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.

MINIMUM QUALIFICATIONS FOR THIS CLASSIFICATION:**KNOWLEDGE OF:**

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.

SKILL IN:

Use of various Public Works vehicles, machinery, tools and equipment which would normally be used in day-to-day Public Works duties.

ABILITY TO:

Work as a member of a group and independently with a minimum of supervision; perform physical labor in frequent adverse weather conditions; obtain Water Distribution I and/or Wastewater Collection I certificate; 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.

NECESSARY PHYSICAL REQUIREMENTS:

Must be physically capable of working in adverse conditions such as open excavations and confined spaces; must be 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.

BARGAINING UNIT STATUS: Represented

COMPENSATION: \$3,097 to \$4,275 per month

CLOSING DATE: 4:00 pm on Friday, April 1, 2016

The City of Cottage Grove is an Equal Opportunity Employer
400 E. Main Street, Cottage Grove, OR 97424

