



POSITION DESCRIPTION

CLOSING DATE: July 12, 2018

Title: **Maintenance Worker I – Water/Street Department**
Department: Public Works
Representation: IBEW, Local 483 (International Brotherhood of Electrical Workers)
FLSA Status: Non-Exempt
Pay Grade: Grade 13 - \$3,727-4,533 monthly, DOE

Description of Essential Functions: This is a full time regular non-exempt position. The Maintenance Worker I performs a variety of manual and semi-skilled duties in the construction, maintenance and repair work of water and streets utility systems and related services; and operates a variety of equipment and tools. This position is also classified as a laborer position. This position works under the immediate supervision of both the Maintenance Worker III Lead and the Public Works Utility Supervisor; and under the general direction of the Public Works Operations Superintendent. This position may have the opportunity to cross train throughout the Public Works department.

The Maintenance Worker I primarily performs regular and recurring maintenance, and heavy manual labor using hand and power tools in the construction, excavation, installation, maintenance and repair of the street and water systems. This position works closely with the Maintenance Worker II and performs duties of traffic control, loading and unloading vehicles, drives smaller vehicles, operates forklifts, street sweepers, dump trucks, paint stripers and material hauling trucks, and other such manual labor as required.

This position may be responsible in assisting with recordkeeping practices and procedures for inventory control, inspections, maintenance activity, water supply and water consumption and other related recordkeeping and administrative tasks.

Examples of work may include, but are not limited to:

- Maintains water system including wells, pumps and other equipment; inspects and repairs chlorine machine, booster pumping stations, reservoir, meters, streets, and drainage systems.
- Performs locates for water.
- Responds to and evaluates complaints regarding water leaks, pressure loss and/or no water.
- Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipes, valves and fittings in the repair maintenance and installation of services, mains, fire hydrants and related water system infrastructure.

- Takes readings on water meters; repairs and replaces meters as necessary.
- Provides flagging and construction zone set-up and take-down for road closures, detours and restricted road use in support of the crew;
- Maintains roadways, including patching, filling potholes, paving, and sweeping.
- Fabricates and installs signs, such as directional and traffic; uses power saw, post-hole digger, sign fabricator, routers, paints, varnishes, and other equipment or materials.
- Applies premixed fertilizers, herbicides, and other chemicals to roadside areas, trees and shrubs.
- Performs basic carpentry and cement work, oxyacetylene cutting and burning, and painting as necessary to accomplish primary activities.
- Insures the proper inventory and maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Performs all duties in conformance to appropriate safety and security standards.
- Responds to public inquiries, complaints, and service requests in a courteous manner and provides information within scope of knowledge, or refers to employee of higher classification. Serve as a member of various employee committees.

The position shall maintain safety practices and procedures, including proper use of safety equipment, recognition and report of potential and actual safety problems involving City facilities and equipment; visual inspection of assigned vehicle prior to daily operation. Report all required maintenance to supervisor and Fleets Division as soon as possible after observation. Observe all motor vehicle laws and assure the safe operation of City vehicles.

The position may be required to cross train on any or all other duties in the Public Works department and may be assigned to specific programs or tasks including but not limited to, meter reading, cross-connection controls, sign maintenance, or other duties. The Mayor or his/her designee may revise and assign other duties and responsibilities to this position as needed.

Necessary Knowledge, Skills and Abilities:

- Familiar with equipment, facilities, materials, methods and procedures used in the maintenance of street and water systems;
- Working knowledge of the operation of various hand tools and equipment as noted above;
- Ability to perform heavy manual tasks for extended periods of time;
- Familiarity with and ability to work safely and by the rules;
- Ability to communicate effectively verbally and in writing;
- Ability to establish and maintain effective working relationships with employees, other departments and the public;
- Ability to understand and follow complex written and verbal instructions;
- Ability to effectively and cooperatively work as part of a team.;
- Ability to relate constructively with others;
- Ability to work under varying weather conditions;
- Ability to be punctual and dependable in attendance.

Minimum Qualifications:

- Graduation from high school or GED equivalent; and

- One year experience working in a construction trade; and
- One year experience with water systems desirable; or
- An equivalent combination of education, training and/or experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Licensing and Other Requirements: Must have and maintain a valid Washington State Driver's License with CDL Class B certification with Air & Tanker endorsement, or obtain this certification within 12 months of hire; must possess or obtain a flagging and traffic control certification within 90 days of hire; must possess or obtain the Water Distribution Specialist I certification within 12 months; and must be certified in CPR and First Aid (or obtain certification within 6 months of hire). Must be able to respond to overtime requests and serve on-call.

Tools and Equipment Used: Personal computer, with programs including but not limited to Microsoft Outlook, Word, spreadsheets in Excel and specialty software including BIAS; calculator and cartograph; phone; radio; fax and copy machine; motorized vehicles and equipment including pickup, dump truck, forklift, generator, saws, and various common hand and power tools.

Work Environment/Physical Demands: The work is generally performed outside and exposed to the elements. While performing the duties of this job, the employee is regularly required to walk, stand for long periods of time, stoop, kneel and frequently lift and/or move 60 pounds and occasionally lift and/or move up to 100 pounds. Must have the ability to hear, see (including peripheral, color, distance and depth perception) and to move/react quickly. This job requires the employee to be able to perform physical and repetitive labor, often in inclement weather and/or adverse working conditions. Must have the physical strength and agility sufficient to perform the work. Requires working in traffic. There is frequent exposure to loud noises, extreme heat and cold.

This description was prepared to indicate the general nature, kinds of activities, and levels of work difficulty typically required. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and/or qualifications required of employees assigned to this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position. Individuals may perform other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The City of Milton is an equal opportunity employer and does not discriminate based on disability, race, marital status, gender, religion, age or national/ethnic origin.

This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and the requirements of the job change.