

PART-TIME UTILITY WORKER

GENERAL STATEMENT OF DUTIES:

Performs manual, semi-skilled and skilled tasks in the maintenance of city parks, buildings and grounds, and the operation of public works structures and facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASSIFICATION:

This is a part-time, regular position with the major duties primarily to work with full-time Public Works Technician, clean and maintain City owned facilities with seasonal increase of hours for the mowing and maintenance of City parks. In addition, coverage for the Public Works Technician when they are off work or out of town for professional development events will be expected. Work hours will average 20 hours a week for 8 months of the year and 30 hours a week for four months a year. This employee is responsible for maintenance tasks for city utilities, buildings, park grounds and facilities, works as a member of a crew on street, water and sewer projects; will work independently on selected jobs.

SUPERVISION RECEIVED:

Work is performed under the supervision of the Public Works Technician and City Administrator.

SUPERVISION EXERCISED:

Supervision is not a responsibility of this position.

KEY PERFORMANCE AREAS:

Cleans, dusts, and disinfects restrooms including floors, stalls, toilets, urinals, and fixtures. Removes trash and waste. Cleans trash receptacles and replaces liners. Ensures that towel, soap, cleanser, and other dispensers are adequately stocked.

Cleans public entry and use areas including, but not limited to hallways, kitchenette, and public meeting rooms. Cleans and disinfects drinking fountains, door handles, and door push plates. Cleans floors and baseboards, vacuuming, spot cleaning and wet mopping on a regularly scheduled basis.

Performs regularly scheduled cleaning of office areas. Cleans entryway floor mats, carpets, floors, and dusts furniture, fixtures, and equipment.

On an as needed basis, cleans and washes tables, counters, furniture and fixtures, inside/outside windows, coverings, light fixtures, walls, mirrors, and other related items. May oil or polish woodwork, paneling, wood furniture, and metal fixtures.

Perform repairs and maintenance of equipment, facilities, and infrastructure of City. Provide support for Public Works including maintaining equipment, plants, and City assets in general.

Perform street repair and maintenance including asphalt patching, grading, graveling, and digging and cleaning ditches.

Work with water treatment and distribution systems. Read and install new water meters. Install, inspect, operate, maintain and repair water lines and install new water services.

Work with wastewater collections systems. Install, inspect, operate, maintain and repair storm drains, catch basins, pump stations, manholes and sewer lines.

Maintain cooperative working relationship with City staff, other organizations, and the public.

Follow all safety rules and procedures for work areas.

Fertilizes, mows, trims and edges lawns. Plants, cultivates and waters lawns, trees, shrubs and flowers. Prunes trees and shrubs, and sprays to control insects and weeds. Perform brush cutting, sidearm mowing, and assist with general grounds keeping.

Maintains playground equipment, benches, gates and fencing. Paints playground equipment and other park buildings when needed if schedule or weather permits.

Performs other related work as required.

Ensures that containers for cleaning and other products are properly labeled.

Maintains current knowledge of, and follows proper safety precautions for use and handling of cleaning materials and chemicals.

KNOWLEDGE AND SKILLS

Requires a thorough knowledge of the methods, materials, tools and equipment used in custodial care and sanitation. Must have a full knowledge of work hazards and safe work techniques, including lifting procedures. Requires some knowledge of chemical reactions and proper safety precautions for use. Requires sufficient reading and writing ability to read work instructions and document work activity onto standardized forms. Requires sufficient math skills to measure distances and portions.

ABILITIES

Requires the ability to perform all essential duties of the position. Requires the ability to perform routine facility maintenance tasks and determine when to refer more complex maintenance requirements to a supervisor. Must be able to follow oral and written directions and work independently and collaboratively. Must be able to observe all safety precautions and procedures. Must be able to operate and maintain a full range of hand and power tools and equipment used for custodial service and construction. Requires the ability to complete training in safety, hazardous materials, and blood-borne pathogens within a reasonable time. Work

independently with a minimum of supervision; perform physical labor in sometimes adverse weather conditions.

PHYSICAL ABILITIES

Incumbent must be able to function effectively indoors engaged in work of primarily an active nature. Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor. Requires near visual acuity to write, to read directions and product labels, and to observe work in progress. Requires sufficient hearing and speech for ordinary communication and to hear sound prompts from equipment. Requires manual and finger dexterity to write and to clean. Requires the ability to lift (from overhead, waist and floor levels, max. 50 lbs.), carry (max. 50 lbs.), push, pull, bend, squat, reach (from low, level, and overhead), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment. Requires the ability to stand and walk for extended periods of time and climb ladders intermittently.

EDUCATION AND EXPERIENCE

The position typically requires a High School diploma or GED and two years of prior custodial and facility maintenance experience. Two years of experience in municipal utility operations, building/grounds maintenance, or any satisfactory combination of experience and training that demonstrates the knowledge, skills and ability to perform the above described duties.

LICENSES AND CERTIFICATES

None

WORKING CONDITIONS

Work is performed indoors and outdoors where significant safety considerations exist from physical labor, body positioning, handling of medium-to-heavy weight and awkward materials.

NECESSARY SPECIAL REQUIREMENTS:

Possession of or ability to obtain necessary Oregon driver's licenses, or any certification required by state or federal agencies to work in the position assigned.

PRE-EMPLOYMENT REQUIREMENTS:

Drug screen, bondable, educational and experience verification. Demonstrated ability to perform essential functions.

COMPENSATION TYPE:

Hourly

FLSA EXEMPTION STATUS:

Non-Exempt

POSITION FUNCTIONAL REQUIREMENTS DIVISION/DEPT:

Public Works

JOB TITLE:

Utility Worker