

Maintenance Worker (Temporary) Job Announcement



3715 Bridgeport Way W
University Place, WA 98466
Human Resources: 253.460.2515

POSITION TITLE: Maintenance Worker
DEPARTMENT: Public Works and Parks Department
REPORTS TO: Public Works and Parks Director
SALARY RANGE: \$3,225 – \$3,628 (DOQ MW II level salary and title may be considered)
CLOSING DATE: 4:00 p.m. Friday, September 15, 2017

GENERAL FUNCTIONS:

Under the supervision of the Director of Public Works and Parks and/or Crew Chief, performs manual labor involving maintenance of City streets, storm drains, open spaces/parks and building facilities, including operation of a variety of hand and power tools and vehicles. Operates a range of light, medium, and heavy equipment. Provides support for special events. Snow and ice removal, debris clean up, shoulder maintenance, pot hole repair and patching, storm drainage maintenance, and sign installation. All positions in this classification may be exposed to heavy lifting and strenuous physical activity. Performs administrative work as assigned. Ability to work in a self-directed manner is often required for accomplishing tasks.

Because of the small size of the City staff, each member is expected to perform a wide range of office and field duties as may be required from time to time. This is an FLSA non-exempt position and eligible to earn overtime for hours worked over forty (40) per work week. If employed longer than six months, this position must be members of the International Union of Operating Engineers Local #612.

ESSENTIAL JOB FUNCTIONS:

1. Performs street, storm drain, and facility maintenance and repair functions.
2. Operates compressors, pneumatic tools, paint equipment, power tools, snow/ice removal equipment, and other tools.
3. Operates a wide variety of light to heavy equipment including dump, flatbed, and light duty trucks, mowers, backpack blowers, weed eaters, sod cutters, edgers, chain saws, and water, dump, flatbed, and light duty trucks.
4. Aids in the maintenance and repair of power and automotive equipment.
5. Ensures that all infrastructures are in compliance with the City's level of service requirements including landscaping, traffic control devices, litter, and structures.
6. Tracks needed repairs and servicing in City limits. Requests and coordinates assistance for maintenance projects.
7. Performs parks maintenance functions.
8. Performs a variety of irrigation maintenance duties including repair, replacement, and modification of sprinkler system, dig holes, replace damaged pipe sections, and maintains timing systems for automatic sprinklers.
9. Serves as a project and/or crew lead.
10. Documents activities and performs administrative duties.
11. Act as a liaison between the Director of Public Works and Parks, citizens, and subcontractors working for the City.
12. Serve on standby duty and be able to be called out on evenings, early mornings, and weekends.
13. Respond with little or no notice to City emergencies and disasters, and likely work long and/or irregular hours during emergencies and disasters.
14. Perform other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and proficiency in:

1. General Principles of street maintenance and standard construction practices.
2. Work hazards, safety procedures, and OSHA and WISHA regulations.
3. Road maintenance, storm draining line and ditch cleaning, and general facilities maintenance.

Ability to:

1. Interact with the public in an effective, customer friendly manner and establish and maintain effective working relationships with co-workers, City staff, and other organizations.
2. Get along with others and work as a member of a team.
3. Communicate effectively, both orally and in writing.
4. Foster collaborative group process and efficiently use resources.

5. Work independently and make appropriate decisions regarding work methods and priorities, while demonstrating a strong sense of personal ethics and professional judgment and discretion.
6. Operate compressors, pneumatic tools, paint equipment, power tools, snow/ice removal equipment, and other tools and equipment used in street and facility maintenance.
7. Operate dump, flatbed, light duty trucks, backhoe, dump truck, grader, vacuum truck, and other heavy equipment as needed.
8. Maintain and make minor repairs to power and automotive equipment.
9. Perform minor carpentry and electrical work related to facilities maintenance and construction.
10. Assist others to comply with standards and/or contract terms.
11. Show ability to quickly adjust priorities as new issues and/or assignments arise.
12. Meet schedule and legal time lines.
13. Perform a variety of physical tasks and heavy labor.
14. Show initiative in performing job functions.

MINIMUM QUALIFICATIONS:

Any equivalent combination of education or experience that provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge, skills, and abilities would be to graduate from a standard senior high school or GED equivalent, supplemented by two (2) years of experience as a maintenance worker, general construction experience, or closely related maintenance experience. General experience with tools and equipment is required. Some experience in supervision or monitoring of construction projects, maintenance contract work, volunteers, community service workers, or seasonal workers is required.

TOOLS AND EQUIPMENT USED:

Equipment such as a vactor truck, backhoe, dump truck, shovel, rake, pothole digger, compactor, chain saw, etc. Personal computer, including word processing and database software, multi-line phone system, calculator, copy and fax machine, and recording equipment.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in a field setting. Hand-eye coordination is necessary to operate various pieces of equipment. Position requires the ability to transport oneself to a variety of locations, primarily in and around Pierce County.

While performing the duties of this job, the employee is required to stand, walk, use of hands to finger, handle, feel, operate objects, tools or controls, and reach with hands and arms. The employee is required to talk and hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to fifty (50) pounds.

Work is primarily performed outdoors and may involve travel to a variety of locations to perform site visit work or to attend meetings. Work may also involve moderate risks, discomfort, or unpleasantness such as a high level of noise, dust, grease, mud, moving vehicles or machines, and cold and/or wet weather. Normal safety precautions are required, and the incumbent may wear some protective clothing and equipment such as rain and snow gear, boots, goggles, and gloves. Work requires some physical exertion such as long periods of standing, walking over rough and uneven surfaces, and occasionally lifting moderately heavy items. Work requires physical agility and dexterity.

Employee may be exposed to noise from machine operation. Employee may also be exposed to conditions and hazards associated with construction sites and potentially hazardous materials and equipment, fumes, or vapors.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Duties are performed indoors and outdoors both individually and as part of a work team. The work environment is fast-paced and moderately noisy. Attendance at night meetings and community events may be required. Meeting project deadlines may require working more than forty hours per week.

SPECIAL REQUIREMENTS:

Ability to conform to drug and alcohol testing requirements under the Federal Omnibus Transportation Employee Testing Act of 1991. Applicants will also be subject to pre-employment drug and alcohol tests, physical examination, and functional assessment test. Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of University Place.

TO APPLY:

City Application, cover letter, driving abstract and resume are required. An application form may be obtained from the City of University Place main reception desk located at 3715 Bridgeport Way W., University Place, WA 98466, or from the City's website at www.cityofup.com.

Submit completed application packet to:

**City of University Place
Attn.: Human Resources
3715 Bridgeport Way W. (#B-1)
University Place, WA 98466-4456
Or email
LPetorak@CityofUP.com**

Faxes are not accepted. To be considered during the first review, application materials must be received by 4:00 p.m. on Friday, September 15, 2017. Incomplete applications will not be considered.

Equal Opportunity Employer
