CITY OF PACIFIC

JOB DESCRIPTION

Job Title: Maintenance Worker II
Department: Public Works

FLSA Status: Nonexempt
Salary: $4,842.05-$5,613.28/Month

Reports to: Public Works Manager
Effective Date: September 9, 2022

The following job description is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor, address the performance standards that must be maintained.

General Position Summary: Maintain city utilities including water, sewer services and storm drains. Provide street, public right-of-way and Park maintenance. The Public Works Maintenance Worker is often the ‘face of the City’ providing initial customer contact.

Essential Functions/Major Responsibilities:

- Performs skilled and semi-skilled work in construction, installation, repair and maintenance of water distribution system mains, service lines and related facilities and equipment; performs skilled and semi-skilled work in the construction, installation, repair and maintenance of wastewater collection system mains, lines and related facilities and equipment.
- Ensures proper operation of water reservoir, pump stations and generator systems.
- Performs a variety of skilled tasks involved in the maintenance and repair of streets, curbs, gutters, sidewalks, storm drains, street signs, median strips and related public works facilities; paints curbs.
- Installs, tests, inspects, replaces, maintains and repairs water meters, tests, dissembles and cleans water meters; repairs or replaces worn or defective parts in meters; raises and lowers meter box heights; cleans and resets meter boxes; responds to complaints of leaking, broken or malfunctioning meters.
- Performs flow tests and pressure checks on water meters; operates a variety of hand and power tools in adjusting and maintaining of small and large water meters, including acetylene/oxygen torches, power wrenches and air compressors; participates in the City's regular and ongoing water meter replacement program.
- Inspects, tests and maintains water hydrants, ensuring proper pressure.
- Installs, repairs or replaces any pumps, motors, valves and other water/sewer equipment as necessary.
- Maintains manholes:
  - Eliminate inflow and infiltration.
  - Plug holes, maintain street grade, grout and seal seams.
- Maintains storm drainage system, including clearing of debris from water ways, catch basins, retention systems, ponds, pipes, etc.
- Maintains parks and public grounds by operating cutting equipment such as tractors, lawn mowers and weed eaters.
- Responds to weather emergencies, acts of god, etc. affecting utilities and/or public right-of-ways.
- Maintains daily reports for water, sewer, chlorine and caustic substances.
- Reads and records customer water meters; Investigates customer complaints regarding water bills, re-reads meters in response to customer inquiries or complaints; identifies cause of excessive water consumption and advises customers of necessary repairs or alterations.
- Conducts 'water turn-offs'.
- Promotes and maintains a safe environment for co-workers and the general public.

**Secondary Functions:**

- Asphalt patching and basic street repairs; Sets-up and removes barricades to protect crew from street traffic; directs traffic at work sites.
- Assists in ordering parts and materials for department.
- Maintains vehicles, including oil changes and other preventative maintenance.
- Janitorial work (cleaning floors, facilities and emptying trash).
- Snow removal (plowing and sanding).
- Other work as required.

**Job Scope:** The Public Works maintenance worker job involves recurring work situations with occasional variations from the norm and a moderate degree of complexity. The Public Works Maintenance Worker works from established procedures under minimal to moderate direct supervision with some regular work verification. Errors in work can -cause a disruption of utility services, property damage and/or personal injury.

**Supervisory Responsibility:** The job has no formal supervisory responsibility. Incumbents may provide training and guidance to new or lesser-experienced employees.

**Interpersonal Contacts:** Are made both within the maintenance department, other City departments and with individuals not employed by the City. Communication seldom contains confidential or sensitive material.

- Internal: 60% (generally with the maintenance dept.)
- External: 40%
- In person: 55%
- Email: 20%
- Phone: 25%

**Specific Job Skills:**

- General knowledge of water and sewer utilities.
- Knowledge to operate heavy equipment, including backhoe, dump truck.
- Knowledge of water/sewer systems, pumps and generators.
- Knowledge of flagging and traffic control.
- Basic knowledge of welding.
- Ability to operate trucks, trenchers, loaders, backhoes, compressors, street sweepers, vactor trucks and a wide variety of other motorized equipment.
- Ability to apply pipe fitting skills.
- Ability to use a variety of hand and power tools.
- Ability to apply preventative maintenance principals.
• Ability to operate telemeter equipment.
• Ability to read, speak and write English.
• Ability to perform basic math (add, subtract, multiply and divide).
• Ability to keep accurate records.
• Ability to understand maps, drawings, diagrams and technical data/instructions.
• Ability to use independent judgment, use discretion.
• Ability to deal with the general public in a professional manner, including responding to complaints and inquiries.
• Ability to maintain a safe work environment.
• Ability to push/pull 100 lbs. on a regular basis.
• Ability to lift 50 lbs. on a regular basis.
• Ability to hear warning alarms.
• Ability to work safely get into, out of and work in confined spaces.
• Ability to stand continuously.
• Ability to properly use the appropriate personal protective equipment.

Minimum Qualifications:
• High school diploma or G.E.D. is required; college level public works course work highly desired.
• Minimum of three (3) years’ experience in the construction, operation, and maintenance of facilities, parks, streets, storm drainage, water or wastewater infrastructures.
• Valid Class A Washington State commercial driver’s license with a tanker endorsement and a driving record free from serious or frequent violations.
• Current Industrial First Aid/CPR and Flagging and Traffic Control Cards and Asbestos Cement Pipe Work Practice Procedures.

Job Conditions: Work environment is outside with exposure to inclement weather and traffic. Work often involves use of and exposure to hazardous materials, including raw sewage and/or a general public who is angry or easily agitated. Work may take place in confined spaces or on scaffolds. Work requires occasional overtime and on-call shifts.