

CITY OF ASOTIN JOB DESCRIPTION

POSITION TITLE: Public Works Maintenance Technician (Under Collective Bargaining)

DEPARTMENT: Maintenance, Parks, Streets, Cemetery, Marina, Water and Sewer

UNION: Local 1476-A

FLSA STATUS: Non-Exempt

REPORTS TO: City of Asotin Mayor and Public Works Supervisor

SUMMARY:

Perform janitorial, building, grounds, and minor vehicle maintenance. Perform a variety of skilled duties in construction, maintenance, and repair. Operates and uses principles and practices involved in the installation, diagnosis, maintenance, and repair and operation of a variety of equipment and hand tools. Proper practices and procedures in the use of heavy equipment including backhoe, jack hammers, and other materials, methods and tools used in the operation and repair of the city properties. Knowledge of techniques, equipment, and materials used in street maintenance. Read and record commercial and residential water meters to determine consumption. Basic maintenance, tests, and operating procedures required to operate the Wastewater Treatment Plant and in the temporary absence of the plant operator. Work schedule could include weekends and occasional overtime. Must be available for emergency call-out.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee regularly works in outside-weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is often exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.

Physical activities include heavy lifting and carrying up to 50 pounds. Sitting, standing, stooping, kneeling, squatting, twisting, and walking for extended periods. Climbing, bending at the waist, walking over rough or uneven surfaces, reaching, pulling, pushing, climbing into large pieces of equipment, dexterity of hands to operate vehicles, power tools, and equipment, and seeing to safely operate equipment.

Employees are exposed to hot asphalt, dirt, working around and with machinery having moving parts. Working around vehicular traffic, fumes from vehicle and equipment operation, dust, oil, grease and gases. Employee is exposed to hazardous and toxic gases, fumes and chemicals, including chlorine, working in confined or restrictive work areas and spaces, electrical shocks and working on ladders above and below ground level.

EXAMPLES OF DUTIES: (including but not limited to):

- Create Budget for the Maintenance, Parks, Cemetery, Marina, Streets and Water Departments
- Retrieve information for grants applications.

- Perform minor construction and repairs to pipes or to make repairs using backhoes, loaders, and other equipment, both gas and diesel.
- Load and move gravel, rock, dirt, and other materials.
- Load materials on double and single axle trucks or trailers.
- Mechanic in the completion of repairs
- Perform a variety of manual road and construction assignments.
- Maintain records of activities and complete reports
- Performs the regular and recurring installation, repair, and maintenance work in the streets, water supply and distribution, sewer collection or parks divisions.
- Maintain facilities in a clean, safe and operative condition. Perform ground maintenance such as, but not limited to, water lawns and trim vegetation as required. Perform building maintenance and repairs.
- Operate asphalt-cutting equipment and dump trailers for the removal of asphalt and cement in order to install, maintain, and repair water lines, apply gravel and cold or hot mix, and operate pavement roller to finish streets.
- May repair water mains, clean out and install sewer and water lines, clean curbs, gutters and repair park facilities.
- Operate a variety of heavy equipment, including but not limited to welders, compressors, jack hammer, saws, cutting torch, drill pressure washer, chain saw, and lawnmower, shovels, rakes, wrenches, mobile radio, cell phone and a variety of hand and power tools.
- Operate motorized vehicles and equipment, including vector truck, pickup truck, backhoe, front end loader, snowplow, mini ex, water truck, mid-size tractors and 4-Wheeler.
- Cut streets and sidewalks with specialized saws, load debris, concrete, asphalt, rock, cold mix and other waste materials into dump trucks and haul to waste site.
- Remove trees, shrubs, litter and debris from the road and right-of-way that are obstructions, hazards, or safety concerns.
- Perform snow and ice control including sanding, plowing and graveling. Respond to emergencies and callouts as required.
- Control and flag traffic. Place traffic barricade lights, traffic cones and other control articles to control and divert traffic. Ensure proper working conditions of all bulbs and batteries.
- Perform daily tests and maintenance of wastewater treatment plant.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to effectively and confidently work with the Mayor and Supervisor
- Ability to detect needed repairs and to make necessary adjustments and minor repairs to equipment.
- Ability to operate computerized hardware and software programs.
- Ability to read, write, speak and comprehend the English language.
- Ability to operate equipment with a high level of skill and safety, and in conformance with applicable laws, procedures and standards.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to understand and carry out written and oral instructions, and to work independently in the performance of regular working duties.
- Ability to operate a variety of facility pumping, treatment, and control equipment.
- Ability to communicate technical information clearly and concisely.
- Ability to analyze and act on a variety of data and instrument readings.
- Ability to accurately log instrument readings and operating information.
- Ability to perform a variety of facility maintenance, grounds keeping and housekeeping work.
- Ability to operate heavy equipment.

- Ability to work in all seasonal temperatures/environments
- Ability to perform heavy manual tasks for extended period of time.
- Ability to use a variety of hand and power tools as well as back-hoes, tractors and pumps.
- Ability to understand Safety and Health issues.
- Ability to work in a confined space and unsanitary conditions.
- Ability to work with hazardous electrical equipment.
- Ability to communicate using tact, patience and courtesy with the members of the community as well as other people with whom he/she will interact.
- Ability and freedom to comprehend and attend educational training required to hold necessary licenses in order to perform required duties, including but not limited to, duties that may arise in the future not cited in the afore-mentioned duties and as deemed necessary by the mayor.
- Construction, maintenance and repair procedures. Use proper and safe operation procedures for hand and power tools and specific equipment.
- Operate a variety of equipment, hand and power tools in order to perform maintenance and repair duties.
- Basic welding and fabrication skills.
- Observe and read guages, dials and other devices used in the water and WWTP systems.
- Observe health and safety regulations.
- Observe legal and defensive driving practices.
- Count and make accurate mathematical calculation as necessary to carry out duties.
- Identify and resolve water systems and equipment malfunction associated with water distribution systems.
- Follow required health and safety regulations in the operation and use of hand and power tools and equipment.
- Work independently and without perpetual supervision in situations where employees must substitute for other employees, such as when needed to operate the Wastewater Treatment plant in the temporary absence of the operator.
- Respond to emergency and off-hour situations.
- Maintain a variety of accurate and up to date records.
- Learn, apply and explain policies, procedures, rules and regulations.
- Inspect facilities for maintenance and repair needs and safety and health hazards.

ESSENTIAL JOB FUNCTIONS:

- Prepare, process and reconcile, maintain and file records and reports.
- Communicate with the public regarding issues that may arise.
- Conduct a variety of construction projects, including building forms, mixing, pouring and finishing concrete, clean, maintain, construct and repair street pavement, storm drain system, catch basins and culverts, repair and replace storm lines, excavate storm drains and replace with new pipes.
- Respond to assist with the construction and maintenance needs of various departments and City maintenance personnel.
- Maintain inventory of tools, equipment, and supplies
- Perform safety inspections on equipment, buildings, and assigned areas.
- Attend required safety meetings.
- Lubricate and maintain vehicles, tools and equipment in a clean, safe and proper working condition.
- Perform limited fabrication and repair welding.
- Transport City documents to offsite and onsite locations.

Streets/Roads:

- Perform specific duties in construction, maintenance, and repair of City streets, alleys, and right-of-ways, perform paving, hot and cold mix patching of potholes, sealing of cracks and repairs of blacktop surfaces.
- Blade and maintain roads, road shoulders and alleys with a grader or tractor. Clean and trench ditches and culverts
- Dig trenches, backfill excavations manually and using light equipment, assist in the cleanup of job sites.
- Conduct Chip and Crack Sealing procedures.
- Distribute herbicide by using a sprayer to control weeds in alley ways, sediment ponds, roads and streets.
- Apply chemical to streets, roads and alley ways to control dust.
- Create layout and apply stripping to parking lots and roadways by using signage with fire lanes, handicap areas, cross walks, curbs and installation of signage.

Cemetery:

- Locate and mark cemetery gravesites for burial and headstone placement.
- Mow grounds, trim trees and shrubs.
- Destroy weeds by using chemicals, weed eaters or a push mower.
- Periodically observes monuments to determine needs for repair or replacement.
- Directs activities of other workers engaged in burial services, landscaping, or maintenance of cemetery grounds
- Participate in layout, planning and preparing paperwork on construction projects.

Water:

Performs water main repairs, clean out and install sewer and water lines and clean curbs/gutters. Read meters and record independently according to a designated route. Responds to customer inquiries and complaints about water conservation and leaks. Do routine repair and maintenance work on meters.

- Read and record commercial and residential water meters to determine consumption, remove dirt and debris from the meter boxes to provide accessibility.
- Assist PUD in emergency call out situations. Turn on and off water valves and lines. Repair water lines to prevent leakage, assist in emergency sewer line cleaning and repair. Locate water and sewer lines for contractors and other utilities.
- Work with independent contractors to place and report Bulk Hydrant Flow Valve Control water usage.

Maintenance:

Performs the more complex troubleshooting, installation, repair and maintenance work of the streets/roads or parks, requiring the application of considerable knowledge of departmental equipment, facilities and operations and use of a wide variety of equipment. Utilizes, operates, inspects, diagnoses, overhauls, repairs and maintains gasoline, diesel and mechanical equipment and machinery such as backhoes, graders, automobiles, dump trailers, pumps, grinders, roadside mowers, snowplows, large rollers, front-end loaders, power shovels, concrete cutting equipment, generators, and air compressors. Performs repairs in the field. May do some arc and gas welding, and fabricate parts, frames and other related items.

- Maintain the shop in a clean and safe condition.
- Paint city owned buildings.
- Maintain and update city owned buildings lighting.

Parks:

- Perform competent repair and maintenance of city parks and property.
- Distribute and retrieve trash dumpsters and trash cans to the US Army Corp of Engineer beach properties.
- Supply, refill and distribute animal waste bags.

Historical Building:

- Assist with Event Maintenance
- Perform competent repair and maintenance of the Historical Building
- Mow grounds, trim trees and shrubs.
- Bathroom Repairs
- Building Repairs
- Building Restoration
- Supply, refill and distribute rental items.

Sewer:

Assist WWTP Operator with the wastewater treatment plant and sludge processing equipment to control flow and processing of wastewater, sludge, and effluent. Interprets readings from meters, charts, instruments and gauges. Obtains wastewater samples and performs routine laboratory analyses. Maintains logs and records.

A variety of health and safety hazards are associated with working near high voltage pumps and generators, contact with a variety of combustible, corrosive, and toxic health hazards associated with working in and around raw sewage. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.

The employee occasionally works in high, precarious places and is often exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is often loud. Outdoor environment: subject to driving to conduct work, seasonal heat, cold temperature changes and extreme weather conditions and subject to noise from equipment operations.

MANDATORY QUALIFICATIONS:

- Must possess a high school diploma or equivalent.
- Must possess a valid driver's license.
- Must obtain a Certified Herbicide License within one year.
- Must be able to effectively and safely utilize two-way communication devices including but not limited to two-way radios and cellular telephones, in various working environments including within vehicles and outside in inclement weather and loud environments.
- Prior to employment, employee must clear a criminal background check and a pre-employment drug screening. This position is subject to the Department of Transportation random drug testing.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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