

# CITY OF OCEAN SHORES

# JOB DESCRIPTION

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***Title: Maintenance Worker II – General***

***Reports To: Division Crew Chief***

***Salary Range: 26***

**Job Objectives:**

Perform a variety of routine and non-routine maintenance activities in the assigned division. Work shall include, but is not limited to, maintenance of all division assets as directed. Individuals assigned to this classification are expected to be competent in their skills and perform proficiently and independently those assignments of a routine and non-routine nature. Work is normally performed in accordance with established and well-known policies and practices under moderate supervision.

**Job Location and Equipment Utilized:**

Work occurs both indoors and outdoors and is performed in all types of weather. Conditions vary and sometimes may include presence of chemicals, electricity, hazardous/toxic substances, and other hazards. Equipment utilized includes vehicles, hand and power tools, grounds equipment, safety equipment, and construction equipment.

**Essential Job Functions:**

- ◆ Perform routine and non-routine maintenance duties within the division as directed by higher classifications and the Crew Chief.
- ◆ Proficiently operate City equipment units such as front-end loader, vacuum truck, single and tandem axle dump trucks, boom truck, equipment trailers and backhoe as directed by the Crew Chief.
- ◆ Perform assigned activities in the installation, inspection, repair, cleaning, and maintenance of division assets.
- ◆ Perform regular building and ground maintenance. Mow grass, rake leaves, pick-up debris as necessary to enhance appearance of public facilities. Clean and paint building interior/exterior as assigned.
- ◆ Respond to emergency situations as directed by the Crew Chief.
- ◆ Perform preventive maintenance checks of assigned vehicle and equipment, prior to daily operation.
- ◆ Perform work in accordance with sound safety practices and adopted policies.
- ◆ Locate underground utilities utilizing maps, drawings, electronic devices and mark location on the surface in accordance with standard procedures.
- ◆ Advise Crew Chief as well as Operators of problems with the equipment, buildings or vehicles.

- ◆ Respond to all public inquiries in a courteous and professional manner. Provide information within scope of knowledge, or refer to supervisor or other appropriate City employees.
- ◆ Other duties as assigned.

**Required Knowledge, Skills and Abilities:**

- ◆ Requires the knowledge of divisional assignment and physical ability to perform assigned tasks thoroughly and accurately.
- ◆ Requires the ability to read and interpret written instructions, as well as City, State, and Federal standards and safety requirements.
- ◆ Requires the ability to work cooperatively with co-workers, supervisors and, the general public.
- ◆ Requires the ability to perform work in accordance with procedures and processes established.
- ◆ Requires knowledge and ability to use hand and power tools and equipment used in construction and grounds maintenance.
- ◆ Requires basic knowledge of mechanics, hydraulics, and some knowledge of electricity.
- ◆ Requires ability to operate of a variety of vehicles and equipment.
- ◆ Requires ability to work without close supervision.
- ◆ Requires the ability to read blueprints, specifications, and maps.
- ◆ Requires the ability to respond to emergency calls during off-duty hours.
- ◆ Requires the ability to direct the work activities of other employees in the skill area as assigned.
- ◆ Requires the ability to maintain a daily log and to write reports
- ◆ Requires the ability to perform basic data entry and retrieval functions using a personal computer.

**Required Physical Traits:**

- ◆ Requires the ability and stamina to perform heavy physical labor.
- ◆ Requires ability to crawl, climb, bend, twist, stoop, kneel and perform repetitive lifting and to maintain such activities throughout a work shift.
- ◆ Requires ability to lift 60 pounds.
- ◆ Requires ability to work in confined places.
- ◆ Requires ability to work outdoors in all types of weather conditions in situations potentially involving exposure to various dangerous elements addressed by City Policy.
- ◆ Requires ability to drive a variety of vehicles and to utilize all tools and equipment necessary to accomplish the work.
- ◆ Requires visual and hearing acuity and substantial manual dexterity.

**Qualifications:**

- ◆ Requires high school graduation or equivalent.
- ◆ Requires three years of experience in a similar work situation or any combination of education and experience which demonstrates competency.
- ◆ Requires a valid Washington State Drivers License and a driving record acceptable to the City's insurance carrier.
- ◆ Must pass drug screening at time of hire.

**Other Requirements:**

- ◆ Requires ability to acquire and maintain a First Aid / CPR certification. Certification to be obtained within 6 months of hire. Requires annual recertification.
- ◆ Requires ability to complete and maintain confined space entry certification. Certification to be obtained within 6 months of hire.
- ◆ Requires ability to complete and maintain electrical control lockout/tagout training certification. Certification to be obtained within 6 months of hire.
- ◆ Requires ability to obtain and maintain Washington State Class A Commercial Drivers License with tank endorsement. Period of acquisition for certification shall be defined at hire and shall be no less than 6 months after hire and no greater than 18 months after hire.
- ◆ Requires ability to obtain and maintain Washington State Flagging Certificate. Certification to be obtained within 6 months of hire.
- ◆ May be required to acquire specialized certifications in specific areas of work.
- ◆ Requires successful completion of anti-harassment training, hazard communication training, fall protection training, fire extinguisher training and annual refreshers, hearing protection training and annual refreshers, blood borne pathogen training and annual refreshers.

Job description approved for use in accordance with Section 6.9 of the existing Collective Bargaining Agreement.



Nicholas D. Bird  
Public Works Director

May 27, 2015

Date