



Title: Maintenance Worker
Department: Public Works
FLSA Status: Non-Exempt
Effective Date: November, 2023
Wage Range: \$47,880 - \$67,372

CLASSIFICATION INTRODUCTION

Under direction of the Public Works Director and the supervision of the Public Works Supervisor, performs a variety of manual and semi-skilled tasks in the maintenance and upkeep of City parks, the Community Hall, City buildings, infrastructure, rights-of-ways, and related facilities and equipment. The Maintenance Worker serves in a position of public trust and service, as well as public scrutiny, and must conduct him/herself accordingly at all times.

SUPERVISION RECEIVED/REVIEW OF WORK

Works under the direction of the Public Works Director and under the general supervision of the Public Works Supervisor and Harbormaster (when doing harbor-related duties).

SUPERVISION/LEAD WORK EXERCISED

Supervision of others is not a typical responsibility assigned to this position. May provide training and orientation to newly assigned personnel and volunteers.

ESSENTIAL FUNCTIONS - DUTIES AND RESPONSIBILITIES

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. The incumbent may perform a combination of some or all of the following duties. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

- Provides maintenance and janitorial services for all facilities, buildings, restrooms, and parks, including irrigation systems, benches, gates and fencing.
- Performs minor plumbing, electrical, painting, and carpentry tasks.
- Picks up and empties trash throughout the City from all facilities, buildings, streets, and parks.
- Works with Utility Workers in maintenance of utility systems assisting with various duties such as reading water meters and maintenance or repair of water lines, valves, fire hydrants, pumps, drainage systems, street, parks, and buildings. Also works with Utility Workers, reading/repair and maintenance of water meters.
- Operation of light to heavy equipment, including dump trucks, lifts, backhoes, vactor, mowers and various power tools. Also performs the repair/maintenance work normally performed on this equipment.
- Maintains and repairs streets, alleys, and rights-of-way. Clean-up of road right-of-way, open ditches, vegetation control, and storm drainage system.
- Placing, maintaining and replacing street, directional or informational signage.
- Set up and tear down materials and equipment for special events. Utilize proper safety precautions and protective equipment related to work performed.

AUXILIARY JOB FUNCTIONS:

- As needed, provides parks-related (including the Community Hall) maintenance

and repairs:

- Maintain playground equipment, irrigation systems, benches, gates and fencing.
- Plant, cultivate, prune, water, and mow lawns, trees, shrubs and flowers. Irrigate, mow, weed, trim, and fertilize lawns and landscaped areas; plant, water, and maintain various vegetation such as bushes, trees, flowers, shrubs, and lawns; trim and prune bushes, trees and shrubs; stake trees as necessary.
- Operate tree care equipment such as chippers, stump grinders, power tools and other related equipment.
- Renovate and maintain streambed areas including maintenance of trails and installation of vegetation and erosion control devices. Maintain bike trails and on-ground temporary irrigation systems. Perform general labor duties.
- Clear debris or leaves by raking or using power blowers to clear walkways, paths, playing fields, courts and other parks/recreational facilities.
- As needed, backs up the Harbormaster to assist with maintenance and operations of the Depoe Bay Municipal Harbor functions and activities, which includes the rental of docking space; respond to emergencies and protect boats and related property in such emergency situations; and coordinate and/or perform related work as required.
- Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

EDUCATION AND EXPERIENCE REQUIREMENTS

Equivalent to completion of high school education. Two years of experience in working with the public in customer service, janitorial, harbor and/or park maintenance, landscaping, construction, marina and/or boating experience or any satisfactory combination of experience and training. Willingness to obtain additional education/training.

SPECIAL REQUIREMENTS

- Capable of being bondable.
- Must be able to pass a background investigation.
- Possession of one or more certifications: First Aid, AED, and CPR certification; fuel dispensing certifications, and any certifications required to operate the fueling facility and harbor equipment (i.e. hoist, forklift, confined space entry, etc.).
- Possession of or ability to obtain a valid Oregon driver's license. Must have a clean driving record.

KNOWLEDGE

Building and grounds maintenance which includes carpentry and painting; landscaping practices and techniques; safety rules and precautions; safe use of vehicles, tools, materials and equipment required to perform duties. Basic knowledge in mechanics, hydraulics, welding, and carpentry.

SKILLS

- Safe operation of vehicles, machinery, hand and power tools and equipment applicable to the position.
- Experience landscape, irrigation, fertilizer and lawn maintenance.
- Requires strong human relation skills to work as part of a team and work cooperatively with internal and external customers.
- Excellent communication skills, including the ability to communicate clearly and effectively, both orally and in writing; the ability to understand and follow oral and written instructions; knowledge of business language, writing, spelling, grammar, and punctuation.

ABILITIES

- Work independently with a minimum of supervision;
- Ability to perform maintenance and repair to the City facilities.
- Operate a variety of tools and equipment used in maintenance and construction.
- Able to operate hand and power tools competently and safely; perform manual labor; observe safety principles and work in a safe manner.
- Travel from jobsite to jobsite sitting in assigned vehicle or on equipment
- Ability to work a flexible schedule including evenings and weekends
- Ability to work as contributing member of a team, work productively, patiently, and cooperatively with other teams and external customers, and convey a positive image of the City and its services.
- Follow written and oral directions and instructions; exercise courteous, professional conduct when dealing with the public, residents, representatives of civic and community groups, the media, and others encountered in the course of the work; apply the principles and practices of effective customer service and customer-oriented telephone etiquette.

DESIRABLE REQUIREMENTS

- None.

PHYSICAL DEMANDS OF JOB/POSITION

Work is performed both indoors and outdoors in all weather conditions and on irregular terrain. The work may be in a high-risk environment including extreme temperatures and heights, operation of power equipment and motorized vehicles and exposure to noise, vibration and airborne particles. Employees may be required to use personal protective equipment. Employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work.

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, backhoe, tamper, plate compactor, saws, sewer and water pumps, compressors, sanders, generators, common hand and power tools, shovels, and wrenches. Skill in use of detection devices, mobile radio, cell phone, personal computer, copy and fax machines, and tools and equipment applicable to the position.

WORK ENVIRONMENT/WORKING CONDITIONS

The work environment and working conditions described here are representative of those that are typical of the job and 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.

In the performance of the job duties, employees will perform the majority of this work in an outside environment, which can often include working in inclement weather. The noise level in the work area is typical of most office environments, with telephones, personal interruptions, and background noises. Work is also performed in numerous meeting settings in offices, conference rooms, and public spaces.

This position may regularly be expected to work evenings and weekends as needed.

Tasks may risk exposure to adverse environmental conditions, such as dust, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, and/or toxic/poisonous agents.