

## City of Kelso, Washington

Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

TITLE

**General Maintenance Tech**

DEPARTMENT

**Public Works**

CLASS/EXEMPT STATUS

**AFSCME/Non-Exempt**

DIVISION

**Streets/Traffic/Parks**

SUPERVISOR

**Public Works Superintendent**

CLASSIFICATION RANGE

**R-23**

**POSITION DESCRIPTION**

Performs skilled labor in support of the construction, maintenance, vegetation management of city parks, streets, civic buildings, and airport facilities to contribute to their safety and functionality. Provides on-site support of community events and festivals. Subject to work after hours and weekends as required.

**ESSENTIAL FUNCTIONS** (this position should be capable of acquiring the basic skills to perform routine street and storm drainage maintenance functions)

- Perform road and street maintenance including repairing potholes, sealing cracks, and overlay streets.
- Assist with the repair and maintenance of existing signs.
- Assist with the installation of striping, reflective buttons and thermoplastic control and visibility devices under supervision.
- Provide traffic control in areas of right-of-way work.
- Assist with ice and snow removal.
- Assist with facility maintenance at all City owned buildings.
- Perform utility locates in accordance with regulatory requirements, adopted procedures, and industry standards.
- Manually and mechanically, clean streets, alleys, parking lots.
- Manually and mechanically perform weed control along streets, alleys and airport.
- Perform routine inspection and maintenance necessary for the efficient and safe operation of the equipment including monitoring fuel, battery, windshield, oil, water, grease, brakes, tires, etc.
- Report problems and coordinate the repair of equipment with the Lead or Superintendent.
- Perform minor equipment repair on jobsite.
- Building maintenance to include plumbing, painting, electrical, Janitorial responsibilities, other maintenance and construction duties.
- Landscape maintenance to include turf maintenance, vegetation control, shrub and tree maintenance, irrigation system maintenance.
- Prepare for park facility rentals, special events and community festivals.

**POSITION REQUIREMENTS** (Sufficient education, training and experience to demonstrate the attainment of the knowledge and abilities listed below):

**EDUCATION**

- High School Diploma or G.E.D.

**EXPERIENCE**

- One (1) year experience in street/park/facility maintenance, or closely related experience. Or an equivalent combination of education and experience that would provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job.
- Equipment used (ability to learn): Light duty vehicles, compactor, jackhammer, pump, air compressor, tapping machine, 10 yard dump trucks, backhoe, equipment trailer, trenchers, cut off saw, hand tools, line locator, three axle VAC truck with high pressure cleaning machine, boom truck, concrete saws, road grader,

track hoe, crawler dozer, front loader, forklift, push mower, riding mowers of all sizes, tractor and bat-wing mower and the ability to safely and professionally operate a wide range of equipment.

### **KNOWLEDGE, SKILLS, ABILITIES**

- Thorough knowledge of public works construction and procedures related to street and drainage construction and maintenance.
- Thorough knowledge of all parks facilities, buildings and ground maintenance.
- Thorough knowledge of special event and program coordination. (e.g. corporate picnics, community events, regional festivals.
- Knowledge of installing storm drains, catch basins and manholes.
- Knowledge of and adherence to the safety standards, practices, and procedures relating to all facets of the job.
- Ability to use basic oral and written communications in the performance of duties and responsibilities.
- Ability to make responsible decisions while in the field in order to assure a safe working environment and accomplish assigned duties.
- Ability to gain the trust and support of other employees when leading work parties.
- Ability to respond to citizen concerns, complaints, and requests.
- Keep others informed of work issues and programs by maintaining quality communications.
- Ability to resolve issues of conflicting personalities and needs.
- Display initiative to resolve problems and capitalize on opportunities in the job.
- Support team members and maintain a positive work environment supporting fair and equal treatment of employees within the Equal Employment Opportunity Guidelines.

### **SPECIAL REQUIREMENTS**

- Successfully pass a modified background investigation.
- Ability to lift, push, carry and pull materials and objects weighting up to 50 lbs. on a daily basis and up to 100 lbs. on occasion using proper lifting techniques.
- Must be capable of frequent bending, standing, kneeling and maintaining continual physical activity during the workday.
- Possess a valid Washington State Driver's license with Class "A" or "B", air brakes and tanker endorsements.
- Flagging certification (*to be secured within 90 days of hire*).
- Labor and Industries First Aid card with cardio-pulmonary certification (*to be secured within 90 days of hire*).
- May be scheduled to work a seasonal Wednesday through Sunday shift in accordance with collective bargaining agreement.
- Subject to 24-hour call back for emergency conditions.

### **Contacts:**

The General Maintenance Tech position may have contact with a variety of contractors, consultants, engineers, architects, private utility companies, citizens, and regulatory agencies.

- The General Maintenance Tech has frequent contact with other City departments and staff.
- Interactions with the public can become escalated and difficult.

### **Supervision:**

- This position has no supervisory responsibilities.

**Accountability:**

- This position is accountable for supporting the maintenance of the City streets, parks, building systems to contribute to their safety and functionality.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	CITY MANAGER APPROVAL	DATE
R. Johnson	9/6/16	S. Taylor	12/7/2016	P. Murray	12/7/2016	S. Taylor	12/7/2016