

JOB DESCRIPTION

JOB TITLE: Maintenance Worker

DEPARTMENT: Parks and Recreation

REPORTS TO: Parks Maintenance Foreman

PRINCIPAL PURPOSE OF JOB: Applies knowledge and skills to perform the regular and recurring maintenance, installation, and repair work of the department, using any of the equipment authorized and available.

LEVEL OF AUTHORITY: Receives close to moderate supervision, depending on experience and complexity of task. Expected to perform routine assignments independently following standard practice.

WORK ENVIRONMENT: Work is primarily performed outdoors in all kinds of weather conditions, and may involve potential exposure to hazards such as chemicals. Work performed in this job may place the employee at risk of occupational exposure to bloodborne pathogens.

ESSENTIAL JOB FUNCTIONS

1. Use appropriate materials and equipment to complete assigned work according to specifications, verbal instructions, and established procedures. As directed, adapt equipment and materials to meet specific requirements.
2. Perform all Cemetery maintenance and service-related activities, including but not limited to marking basing, opening and closing graves, locating graves, and assisting the public.
3. Proficiently operate all assigned equipment and vehicles to perform any operation within the capacity of the machine as necessary to accomplish required work.
4. As directed, perform excavation, lay and align pipe, accomplish hookups, and test installation, to install irrigation systems.
5. Mow, trim, and edge lawns in parks, sidewalks, cemetery, islands, and median strips, using appropriate equipment.
6. Plant and maintain turf areas, trees, and shrubs.
7. Pull weeds, prune shrubs, and perform other related duties.

8. As directed, apply fertilizers, insecticides, and other chemicals to turf areas, trees, and shrubs.
9. Operate light-duty trucks in picking up and delivering materials and supplies and to collect and remove debris from different locations as assigned.
10. Assist in the preparation, construction, and maintenance of new City facilities, such as park areas, grave sites, and ballfields and in the installation of sprinkler systems, fountains, and sidewalks.
11. As directed, perform painting, basic carpentry, electrical, plumbing, and cement work.
12. Perform work in accordance with sound safety practices.
13. Respond to public inquiries in a courteous manner within scope of knowledge and authority; refer to the Lead Worker, Park Maintenance Foreman, Operations / Forestlands Manager or Parks Director as appropriate.
14. As required, coordinate work activities with other departments, for example, to share information and equipment.
15. As directed, may supervise part-time or seasonal workers.
16. Participate in Exposure Control Plan of the City of Anacortes in accordance with WAC 296-62-08001.

ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned.

QUALIFICATIONS

Technical

1. Must have working familiarity with assigned maintenance equipment, construction and repair methods, materials, tools, and procedures, including a basic general knowledge of electricity, plumbing, carpentry, and cement work.
2. Desirable to have previous experience in a similar position of sufficient length of time to prove competency in the skill area.

3. Must possess a valid Washington State driver's license and obtain a commercial driver's license (CDL) within the introductory and training period.
4. Must be able to obtain a pesticide and herbicide license.
5. Must be able to obtain a first-aid/CPR card.
6. Must have ability to plan, schedule, and review the work and performance of others in a manner conducive to proficient performance and high morale.
7. Must have ability to obtain a Forklift Certification card and Flagging Certification card.

Physical Capabilities

1. Physical strength and ability to perform moderate to heavy manual labor, including frequent bending, walking, and heavy lifting, for extended periods under dirty and uncomfortable conditions and in all types of weather as necessary.
2. Ability to monitor radio messages while doing other work throughout the day.

Other Capabilities

1. Communications skills to work effectively as a team member and answer public inquiries.
2. Ability to understand and follow oral and written instructions.
3. Flexibility to be available for emergency call-outs during off time.
4. Ability occasionally and as necessary to use sound judgment to solve problems and make decisions independently.

Use of Tools and Equipment

Must use a variety of hand and power-operated tools and equipment, such as shovels, picks, hand and riding mowers, tapping machine, power hacksaw, chainsaw, pipe threading machine, drills, jackhammer, gas-powered leaf sweeper, weed eater, compressor, portable concrete saw, spraying equipment, backhoe, front-end loader, light trucks, and dump trucks.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products, in any form, on the job.

2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise to balance the work load.

3. Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job with or without accommodation?

Yes _____ No _____

If testing is required, will accommodation be necessary?

Yes _____ No _____

Signature _____

