

City of Newberg Position Description

Class Title:	Maintenance Technician 1	Range Number:	132
Department:	Public Works	Location:	Maintenance Shop
Section:	Maintenance	Date:	March, 2013

GENERAL PURPOSE:

Performs a variety of unskilled or semi – skilled maintenance work and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, wastewater, street maintenance, storm drainage, grounds, buildings, facilities, and other utility systems.

SUPERVISION RECEIVED:

The Maintenance Technician 1 works under the direction of the Public Works Superintendant or the Public Works Supervisor. The Maintenance Technician 1 may receive work guidance from Maintenance Technician 2 or Maintenance Lead/Crew Chief.

WORK DIRECTION EXERCISED:

May provide work guidance or direction to entry level probationary employees or summer help positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, system cleaning, etc.

Responds to complaints regarding water leaks, pressure loss or no water, wastewater plugs or spills, street hazards, storm drainage, grounds or facility problems. Evaluates situations and explains findings to Maintenance Lead/Crew Chief, Public Works Supervisor, or Public Works Superintendant.

Contacts residents and business owners in areas affected by maintenance activities, explains impacts on system or area, and when it will be returned to normal service.

Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand. Operates tractors, mowers and loaders as assigned.

Performs all duties in conformance with appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, in maintenance, repair, and construction of the storm/street, wastewater, water, and facility systems.

Required activities include pavement cutting, and removal, asphalt installation and repair, concrete pouring and finishing, utility ditch digging and cleaning, construction of manholes and catch basins, cleaning of wastewater, storm and water mains, pipe repair, installation and backfilling. Cutting, fitting, installation and repairing of water mains, installing taps, service lines and meters, installation of fire hydrants and valves, repair of buildings and facilities, and other duties as may be assigned. Duties may include assisting other divisions of Public Works Maintenance including Water, Wastewater, and Facilities.

Operates a variety of power construction and maintenance equipment used in water, wastewater, storm/street, grounds and facility maintenance activities.

As a Maintenance Technician 1 in the Public Works Maintenance Division, you are considered a “First Responder” which is considered essential personnel. This means that in the event City offices close due to inclement weather, etc., you are still required to report to work for your schedule shift, as well as any overtime or extra hours required.

PERIPHERAL DUTIES:

Serves on various employee or other committees as assigned.

SPECIAL REQUIREMENTS:

- Valid State Driver’s license and Class A CDL certification, or ability to obtain one within Sixty (60) days of appointment.
- Complete Public Agency Work Zone Traffic Control Class and obtain Flagger Certification within 180 days of appointment.
- Cave-in Protection/Competent Person training within 180 days of appointment.
- CPR/First Aid and AED Certification within 180 days of appointment.

In addition, at least one of the following Certificates/Licenses may be required as determined by the Public Works Superintendent to be eligible for step D or higher;

- Public Pesticide Applicators License, including Right of Way, Ornamental and Turf Herbicide, or Regulatory Weed Control,
- Certification as Water Distribution System Operator 1 or higher,
- Wastewater Collection Systems Operator 1 or higher.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from high school or GED equivalent.

Necessary knowledge, Skills and Abilities:

- Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
- Skill in operation of some of the listed tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

- Basic knowledge of computer operation; Ability to utilize computer for record keeping, reports, and operation of maintenance programs.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, Nextel phones, ditch witch, and ect.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that 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.

While performing the duties of this job, the employee is regularly required to use hand/eye coordination, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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

While performing the duties of this 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 occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is occasionally loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, reference check, criminal history background check, ability to receive necessary security clearances, pre-employment physical and drug screening, including successfully passing the City of Newberg Fit for Duty Testing; job related tests as may be required.

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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL



Supervisor

Appointing Authority

Effective Date: March 2013
Revision History: March, 2004
Feb, 2005; Class A CDL requirement added
May, 2010; Added necessary security clearances,
Pre-employment physical screening,
City of Newberg Fit for Duty Test,
Public Agency Work Zone Traffic Control Class and
Flagger Certification.
March 2013; Position name and supervisory details revised to meet
requirements of collective bargaining agreement.