

## **CITY OF ILWACO – Public Works Maintenance Worker Job Description**

FSLA Designation: Hourly

### **General Statement of Duties:**

Performs a variety of skilled maintenance work, and operates a variety of equipment to maintain, operate, repair, and replace facilities and systems of water and sewer departments.

### **Classification Summary**

The principal function of an employee in this class is to complete tasks of the Public Works department to maintain and efficiently operate the city's facilities. The work is performed under the general direction of the Public Works Supervisor, but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed outdoors and often in inclement weather. The incumbent is accountable for accomplishing goals and objectives for the Public Works department and for furthering City goals and objectives within general policy guidelines.

### **Essential Duties and Responsibilities**

- Performs general upkeep and routine maintenance to support the operations of city facilities and properties primarily at the water treatment plant and waste water treatment plant.
- Inspects and/or repairs meters, and other elements of the water supply and distribution systems at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Maintains and checks all pump stations, performs continued pump maintenance and completes routine maintenance checks on all water/sewer equipment.
- Assists with making water service connections to water mains, including line tapping and valve installing. Assists with repairs to broken lines.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Maintains a variety of records relating to inspections and maintenance activity.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs required labor involved in construction and maintenance projects as part of a crew.
- Assists in the training of lower level employees to increase their skills.

### **Peripheral Duties**

- Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.

- Operates light and medium-sized construction and power equipment, such as mechanized broom, or backhoe/loader.
- Serves on various employee or other committees as assigned.

### **Desired Minimum Qualifications**

Education and Experience:

- (A) Graduation from high school education or GED equivalent, and
- (B) Two (2) years of experience relating to construction, maintenance, or repair,  
or
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- (A) Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- (B) Skill in operation of some of tools and equipment.
- (C) 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.

### **Special Requirements**

Valid State Driver's license and CDL certification, or ability to obtain one.  
Water certification level 1 or waste water certification level 1 preferred, or the ability to obtain one.

### **Tools & Equipment Used**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, lift truck, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

### **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 hands to finger, 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 usually loud.

**Selection Guidelines**

- Formal application, rating of education and experience; oral interview and reference check; job related tests 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.

Signature: \_\_\_\_\_  
*Employee*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
*Appointing Authority*

Date: \_\_\_\_\_