

CITY OF BURIEN, WASHINGTON
JOB DESCRIPTION

Title: Maintenance Worker I

Department: Public Works

FLSA Status: Non-Exempt

Reports to: Street & Stormwater Maintenance Manager

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. 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.

General Position Summary

Under supervision of the Street & Stormwater Maintenance Manager and lead direction of a Maintenance Worker III, performs general labor and semi-skilled work in the maintenance and repair of City streets, rights-of-way and surface and storm water drainage systems.

Essential Functions:

- Supports and models the identified vision, values and behaviors of the organization.
- Performs maintenance and repair of City streets, rights-of-way and surface and storm water drainage systems.
- Assists in the repair, maintenance, and construction of streets, sidewalks, curbs, gutters, stairs, retaining walls, catch basins, driveways and approaches, speed bump and humps, potholes, sidewalks, pavement cracks and patching.
- Sets up “safe work zones” using appropriate signage and flags traffic.
- Lays out traffic markings in streets; ensures that paint stripe, thermoplastic markings, pavement markers, buttons, and reflectors are attached properly.
- Assists in the repair, maintenance, and construction of storm drainage systems; locates storm drainage systems, hand ditch, inspects retention and detention facilities, installs and cleans catch basins and culvert pipes.
- Assists in the installation and maintenance of traffic vaults and boxes, telemetry cables, manholes, culverts, and drains.
- Assists in the excavation and maintenance of ponds.
- Maintains rights-of-way; mows, edges, and applies pesticides and fertilizer to landscaped areas; prunes and trims trees and brush; repairs and maintains irrigation systems.
- Removes trash from roadways.
- Removes graffiti.
- Operates vehicles and heavy equipment to perform street, rights-of-way and storm drainage system construction and maintenance duties; operates a variety of landscaping and construction tools and equipment, such as a jackhammer, tractor-mower equipment, edger, chain saw, chipper, grader, roller, backhoe, snowplow, de-icer distributor, and sander.
- Responds to emergency call-out situations.
- Organizes and assembles materials and equipment necessary for tasks.
- Performs minor repairs and preventative and routine maintenance on City equipment, tools, and vehicles.
- Performs routine safety inspections of equipment.
- Maintains accurate records and completes service requests.
- Assists in development and implementation of the annual maintenance program.
- Inspects roadways to determine maintenance needs.
- Prepares and maintains a variety of records and reports.
- Performs related duties as assigned.

Secondary Functions

- Serves as a member of the City's emergency response team.
- Removes dead animals from roadway.
- May operate a dump truck and trailer (a CDL-required vehicle).

Job Scope

Position is subject to a wide diversity of work situations requiring a moderate degree of complexity. The incumbent operates from established and well known procedures, under direction.

Interpersonal Contacts

Interacts extensively with the other staff and the public.

Specific Job Skills

Knowledge of:

- Basic methods, tools, equipment, and materials used in the operation, maintenance, and repair of streets and/or surface water and storm drainage systems.
- Work hazards and applicable safety precautions.
- Operation and maintenance of hand and power tools and related construction equipment.
- Basic methods, tools, equipment, and materials used in the maintenance and repair of irrigation systems.
- Traffic rules, regulations, and flow patterns.
- Basic arithmetic, including addition, subtraction, multiplication, and division.

Ability to:

- Consistently demonstrate and actively support the identified values of the City of Burien: Trust, Integrity, Collaboration, Service, Communication, and Excellence.
- Learn and apply procedures and practices necessary to complete tasks.
- Safely and proficiently operate machines, tools, equipment, and materials used in the maintenance and repair of City streets and storm drainage systems.
- Perform heavy manual labor for long periods of time under a variety of weather conditions.
- Operate heavy and specialized equipment.
- Understand and carry out written and oral instructions.
- Work with cleaning fluids, paints, cleaning agents, and other solutions.
- Follow written and/or verbal instructions.
- Work independently with minimal supervision.
- Maintain accurate records.
- Accurately analyze problems and identify solutions.
- Plan and organize work to meet schedules and deadlines.
- Demonstrate attention to detail.
- Meet deadlines.
- Communicate effectively, both in writing and orally.
- Establish and maintain cooperative and effective working relationships.
- Effectively represent the City in situations which are potentially adversarial or stressful.
- Recognize occupational hazards and utilize standard safety practices.
- Be on call for after hour emergencies on a rotating schedule.

Mental Abilities

Position requires continuous customer service, frequent teamwork, interpersonal skills, independent judgment and/or action, ability to understand, read, and speak English; occasional decision making and ability to write English; and rare creativity, use of discretion, problem analysis, and performance of basic math.

Physical Abilities

Position requires continuous standing and walking; frequent talking, hearing, handling, feeling, and repetitive motions of hands and wrists; occasional stooping, reaching, bending, and repetitive motions of feet, and rare crawling, sitting, fingering, kneeling, and climbing. Must be able to push, pull, lift, and carry 50 pounds.

Education and/or Experience

Graduation from high school or GED equivalent AND six months public works maintenance, repair and construction experience OR a combination of experience and training that provides the candidate with the knowledge and skills to perform the job.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.
- Possession of, or ability to obtain within three months, a Washington State Flagging card.
- Possession of, or ability to obtain within three months, current First Aid/CPR certification.
- Be on-call for emergency response after normal work hours on a scheduled, rotating basis.
- If individual will be using a CDL to perform work, offer of employment is conditioned upon passing a drug test.

Job Conditions

Work is performed primarily in a field environment and requires travel to a variety of locations to perform work. Employee may be exposed to noise from machinery and equipment operation, to all weather conditions, and to conditions and hazards from obstacles, rough terrains, heights and open trenches associated with construction sites. Employee may be exposed to potentially hazardous materials and equipment, fumes or vapors. Employee may be required to work rare evenings, weekends, and holidays. Position may include contact with dissatisfied or abusive individuals.

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