

City of St. Helens

Job Title: BUILDING MAINTENANCE UTILITY WORKER
Department: Public Works
FLSA Status: Non-Exempt
Union: Yes
Date Revised: January 6, 2016

GENERAL PURPOSE

Plans, performs, and/or coordinates a variety of skilled and semi-skilled work including carpentry and painting work related to maintenance, construction, and repair of City buildings and facilities. Operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

SUPERVISION RECEIVED

Works under the direction of the Public Works Supervisor or a designated alternate.

SUPERVISION EXERCISED

May exercise limited supervision over a few employees as to instruction or direction in the purpose of simple or semi-skilled tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Performs duties related to building maintenance in areas of carpentry and painting including basic construction, finish work, and repair.
- May be directed to evaluate building maintenance needs and provide recommendations on repair/remodel of City buildings.
- Maintains a variety of records relating to inspections and buildings maintenance activity.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Drives trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, gravel and sand.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Operates light and medium-sized construction and power equipment, such as mechanized broom, jetter/vacuum truck, backhoe/loader, and other equipment as necessary.
- 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, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying, and backfilling.
- Assists in the training of lower level employees to increase their skills in the maintenance of City buildings and in maintenance, construction and repair of water, sewer, street and storm drainage facilities.
- Operates a variety of power, construction, and maintenance equipment used in building maintenance as well as in the water, sewer, and street departments.
- May paint street lines and symbols.
- May maintain and install street signage within the city limits.
- Other duties as assigned.

PERIPHERAL DUTIES

- Serves on various employee or other committees as assigned.
- Assists on occasion with inspections and/or repairs of chlorine machine, booster pumping stations, reservoir, meters, streets, drainage systems, and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Responds to complaints regarding water leaks, pressure loss, or no water; evaluates situation; explains findings to supervisor.
- Be available to respond for emergency call-back as necessary and respond to off-duty requests.
- Occasionally contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Occasionally cuts, fits, lays, repairs, taps, cleans, and flushes water mains, pipes, gates and fittings on repair of mains and services and installation of services and fire hydrants; assists in shutting off broken sections of water mains.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (a) Graduation from high school education or GED equivalent, and
- (b) Two years of experience relating to construction, maintenance, or repair, or
- (c) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (a) Knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities;
- (b) Knowledge of HVAC systems and equipment;
- (c) Skill in operation of some of the listed tools and equipment;
- (d) 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;
- (e) Skill in basic and finish carpentry, including painting;
- (f) Knowledge of building codes and construction standards in the areas of assignment.

SPECIAL REQUIREMENTS

Valid State Driver's license and CDL certification, or ability to obtain one.

First Aid and CPR Certificate

Flagging and Traffic Safety Certificate

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/vacuum truck, street roller, manlift, tamper, jack hammer, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, carpentry tools, cement tools, concrete tools, and painting equipment.

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 60 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.

EMPLOYEE ACKNOWLEDGEMENT

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.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Building Maintenance Utility Worker job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Print Name: _____

Date: _____

Employee Signature: _____

Manager Signature: _____

Date: _____