CITY OF WEST LINN

JOB DESCRIPTION

##### Job Title: MAINTENANCE WORKER - TEMPORARY

##### General Functions:

Performs a variety of manual, semi-skilled, and equipment operation tasks in the construction, maintenance and operation of city facilities.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Performs a variety of manual labor including but not limited to: weed whacking, brushing, watering, trimming of trees, shoveling, as well as a variety of other tasks assigned by the storm, streets, and water departments.
2. Must be able to follow instructions and work in a highly independent environment.
3. Must be able to work outside in all weather conditions and perform heavy manual labor.

### Specifications:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)*

1) Job Preparation:

a) Must have a valid Oregon Driver’s License

b) Must be 18 years old, or older

2) Supervision:

Received: Receives a moderate level of supervision from a higher classified Public Works employee when working as a crewmember. When assigned a specialized task receives detailed instructions and closer supervision.

Exercised: Supervision of other employees is not a responsibility of this position.

3) Communication:

Effective relationships must be maintained within the City between supervisors and co-workers. Relationships outside the City organization, as needed, include verbal communications with utility companies to acquire locate information.

Verbal contacts made with other City departments is with police and fire for traffic control, street closures, etc., and with streets, parks, and mechanics as needed often to coordinate personnel and equipment needs.

Verbal contact with the City’s residents is frequent to explain what the City is doing.

4) Cognitive Functions:

Work is governed by Federal, State, County and City ordinances, rules, regulations, policies, procedures and guidelines.

This position is not responsible for the development of new policies, procedures, system, and methodologies. As requested, may provide assistance in developing new procedures, systems, and methodologies.

The consequences of an error in the normal course of work could result in health hazards, damage to public and private property and equipment and lawsuits due to careless equipment operation or failure to complete work appropriately.

5) Working Conditions:

Adverse working conditions include work around chemical sprays, work in raw sewage and inclement weather and requirement to lift heavy weight and do some heavy manual labor.

Work schedule is normal work hours while employees may be called back to work on an irregular basis for emergencies.

6) Resource Accountability:

Workers are held accountable for the proper maintenance and operation of equipment (i.e. trucks, back hoes, and flushers, etc.) that they are assigned to operate.

Records maintained may include logging into sewer time maintenance, storm sewer system, spraying and fuel records, and new construction, as built plans.

May commit City resources for minor projects. May not commit City resources for purchases.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer and requirements of the job change.*