

CITY OF RITZVILLE

DEPARTMENT: Public Works Department

TITLE: Maintenance Worker

REPORTS TO: Public Works Director

POSITION PURPOSE

Performs manual labor, proficient in use of hand tools, power tools, hydraulic systems and operation of light and heavy equipment in the course of duty to detect, prevent (if possible) problems and also maintain City's streets, parks, sewer plant, sewer and water lines and performs all related work as required.

ESSENTIAL DUTIES:

CEMETERY & PARK

Performs on work site, the removal of garbage daily from the City Park, cleaning both restrooms and picking up fallen branches and litter off the grass. Prepares for public events in the City Park, as in moving picnic tables to desired locations.

Performs turf maintenance to all park facilities and cemetery grounds, including mowing, weed eating, edging, aerating and sweeping. Performs tree and scrub maintenance procedures, including planting, watering, mulching, weeding, fertilizing, spraying, pruning, and raking.

Performs concrete and mortar work, installing headstones and footstones. Opens and closes graves and sometimes disinter bodies from graves and relocation. Performs weekly work raising graves and stones that have sunk.

Performs basic carpentry, mechanical and plumbing work, such as installing and maintaining automatic water lines.

WATER

To explain to the public why water is off and approximately how long it will be off, for repair, etc. of line.

Reading of meters (water) and repairing/installing of water meters as needed. Winterizing of meter boxes.

Repair and maintenance of water system including main lines, valves, fire hydrants, and supply lines. Compile maintenance data on water lines, valves and hydrants.

Clearing of storm drains of snow and other debris to ensure flow and operation of drains, clearing of culverts to aid in runoff control of water.

SEWER

Preventative maintenance, to remove, repair or install sewer lines to residents, businesses etc.

To be able to operate lift stations.

Maintain the sewer plant as directed.

STREET

Traffic control of streets when work is being performed. This could include flagging.

PUBLIC WORKS DEPARTMENT
Maintenance Worker

Street work to include but not limited to snow removal, street sweeping, sign installation and repair, road grading, and preventative maintenance and repair of streets.

WEED AND PEST CONTROL

Spray park, golf course, curbs, cemetery, roadways, and all other city owned property as needed and directed.

GENERAL

Repair and maintenance of City buildings, fences, and property.

Light maintenance of all city owned equipment including trucks, cars, mowers, backhoe, water truck, loader/snow plows, water pumps, generators, tractors, and all other equipment as directed. To compile maintenance DATA on city vehicles and equipment.

To be able to read maps of street mains, to shut off water in different areas for repair or replacement of valves, meters, fire hydrants or to add service lines.

To be able to perform other duties assigned by supervisor, such as but not limited to cemetery, parks and other City property.

Required to work weekends on a rotation basis with other public works department staff which includes: returning to city in emergency situations with in a thirty-minute response time, daily pumping of sewer plant, daily cleaning of pit basket as needed, cemetery duties as needed including burials, general park maintenance and cleaning of restrooms, and other jobs as directed.

PERIPHERAL DUTIES:

Perform duties outside of classification.

SKILLS AND ABILITIES:

To keep a safe and clean work environment.

Ability to operate and maintain various hand and power equipment as well as light equipment such as backhoe, tractor, payload, cement mixer, tamper, welder, gas cutting torch, sprayer, dump truck, mowers, and other equipment as directed.

Ability to interact with public in a courteous and professional manner. Ability to communicate with supervisor and other employees. Ability to follow orders.

Ability to obtain and maintain State certification for herbicide and pesticide spraying within six months of employment.

Performs basic carpentry, mechanical and plumbing work, such as installing and maintaining automatic water lines.

Ability to read and understand maps.

Ability to climb in and out of trenches, holes, and equipment.

Ability to lift 50 pounds.

WORKING CONDITIONS:

To work in any and all-weather conditions.

Will work at times in water and wastewater.

Will be kneeling, lifting, laying, climbing, sitting, walking, crawling and in small confined spaces for repair and maintenance and other tasks.

MINIMUM REQUIREMENTS

18 years of age or older.

High school diploma/GED or work experience equivalent.

Pass physical exam and alcohol/drug testing. Pass the City of Ritzville's screening process.

To have a current Washington State Driver's license. Ability to remain insured under city's insurance carrier.

Have working knowledge of hand tools, power tools, and light and heavy equipment.

Self-motivated, good working habits, high responsibility level to general appearance and maintenance of City.