



POSITION DESCRIPTION

Job Title	Maintenance Worker II
Department	Public Works
Representation	IBEW 483 (International Brotherhood of Electrical Workers)
Compensation	Range 16
Status	Non-exempt

GENERAL PURPOSE

Maintenance Worker II performs complex tasks and a variety of semi-skilled and skilled duties in the construction, maintenance, installation and repair of water, street and storm systems and related services; and operates a variety of equipment and tools. Employees of this classification are distinguished from the Maintenance Worker I position by the full range of maintenance duties as assigned, including the operation of applicable motorized equipment, and directing complex maintenance and construction tasks. The incumbent receives only occasional instruction or assistance and is fully aware of the operating procedures and policies of the work crew.

SUPERVISION

This position works under the supervision of the Maintenance Worker III Lead and Public Works Utility Supervisor. This position may be responsible for directing the work of Maintenance Worker I and Seasonal Workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Maintenance Worker II is expected to be able to proficiently operate light and medium sized construction equipment including but not limited to a dump truck, backhoe, front-end loader, pavement roller, street sweeper, mower, and Vactor truck. The incumbent performs heavy manual labor using hand and power tools in the construction, installation, maintenance and repair of the street, water and storm systems:

This position assists with the planning and implementation of the construction, maintenance and operation of the water, street and storm utilities of the City and is responsible for directing and organizing all aspects of projects as assigned. The incumbent is responsible for proper recordkeeping practices and following procedures of inventory control, inspections, maintenance activity, water supply and water consumption and other related recordkeeping and administrative tasks.

Examples of work may include, but are not limited to:

- Maintains water systems including wells, pumps and other equipment; inspects and repairs chlorine machines, booster pumping stations, reservoirs, meters and streets.
- Performs locates for water.
- Responds to and evaluates complaints regarding water leaks, pressure loss and/or no water.
- Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipes, valves and fittings in the repair, maintenance and installation of services, mains, fire hydrants and related water system infrastructure.
- Takes readings on water meters; repairs and replaces meters as necessary.
- Provides flagging and construction zone set-up and take-down for road closures, detours and restricted road use in support of the crew.

- Maintains roadways, including patching, filling potholes, paving, and sweeping. Installs signs such as directional and traffic; uses power saw, post-hole digger, sign fabricator, routers, paints, varnishes, and other equipment or materials.
- Applies premixed fertilizers, herbicides, and other chemicals to roadside areas, trees and shrubs.
- Performs basic carpentry and cement work, oxyacetylene cutting and burning, and painting as necessary to accomplish primary activities.
- Cleans and inventories tools, repairs and maintains parts, replaces used tools and equipment on trucks and in inventory, and re-orders items used in the course of business operations.
- Performs all duties in conformance with appropriate safety and security standards.
- Responds to public inquiries, complaints, and service requests in a courteous manner and provides information within scope of knowledge or refers to employees of higher classification. Serves as a member of various employee committees.
- The position shall maintain safety practices and procedures, including proper use of safety equipment, recognition and report of potential and actual safety problems involving City facilities and equipment. Report all required equipment maintenance to the supervisor and Fleets Division. Observe all motor vehicle laws and assure the safe operation of City vehicles.
- The position will cross train on any or all other duties in the Public Works department and may be assigned to specific programs or tasks including but not limited to meter reading, storm inspections, cross-connection controls, West Nile Virus, sign maintenance, or other duties. The Utility Supervisor may revise and assign other duties and responsibilities to this position as needed.
- Requires consistent, in-person attendance on the job site.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of equipment, facilities, materials, methods and procedures used in the maintenance of the street, storm drainage and water systems.
- Considerable knowledge of the operation of light to medium construction equipment identified above and various hand tools and equipment as noted above.
- Ability to perform heavy manual tasks for extended periods of time.
- Ability to communicate effectively verbally and in writing.
- Ability to work efficiently with little supervision.
- Ability to establish and maintain effective working relationships with employees, other departments and the public.
- Ability to understand and follow complex written and verbal instructions.
- Ability to effectively and cooperatively work as part of a team; and
- Ability to work under varied weather conditions.

MINIMUM QUALIFICATIONS

- Graduation from high school or GED equivalent; and
- Three years of increasingly responsible experience in water and street or storm utility construction and maintenance, and
- Two years' minimum experience as a backhoe operator preferred.
- An equivalent combination of education, training and/or experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

LICENSING AND OTHER REQUIREMENTS

Must have and maintain a valid Washington State Driver's License with CDL Class B certification with Tanker/Air Brakes Endorsement, or obtain this certification within 12 months of hire; must possess or IBEW Approved 12.2020

obtain a flagging and traffic control certification within 30 days of hire; must possess or obtain the Water Manager I certification within 18 months of hire, obtain the Cross Connection Specialist certificates within 12 months of hire; obtain the CECL (Erosion Control) certification within 12 months of hire and must be certified in CPR and First Aid (or obtain certification within 30 days of hire). Must be able to respond to overtime requests and be on-call.

TOOLS AND EQUIPMENT USED

Personal computer, with programs including but not limited to Microsoft Outlook, Word, spreadsheets in Excel and specialty software including BIAS; calculator; phone; radio; fax and copy machine; motorized vehicles and equipment including pickup, mini excavator, dump truck, forklift, generator, Vactor truck, saws, and various common hand and power tools.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work is generally performed outside and exposed to the elements. While performing the duties of this job, the employee is regularly required to walk, stand for long periods of time, stoop, kneel and frequently lift and/or move 60 pounds and occasionally lift and/or move up to 100 pounds. Must have the ability to hear, see (including peripheral, color, distance and depth perception) and to move/react quickly. This job requires the employee to be able to perform physical and repetitive labor, often in inclement weather and/or adverse working conditions. Must have the physical strength and agility sufficient to perform the work. Requires working in traffic. There is frequent exposure to loud noises, extreme heat and cold.

This description was prepared to indicate the general nature, kinds of activities, and levels of work difficulty typically required. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and/or qualifications required of employees assigned to this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position. Individuals may be required to perform other related duties and responsibilities as assigned.

DISCLAIMER

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.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The City of Milton is an equal opportunity employer and does not discriminate based on disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.

This job description does not constitute an employment agreement between the city and the employee and is subject to change by the city as the needs of the city and requirements of the job change.