



Maintenance Worker I Job Description

The City of Normandy Park believes that each employee makes a significant contribution to our success. Each employee is expected to fulfill the mission, vision, and values of the city through ethical conduct, community stewardship, individual initiative, and responsive service. This job description is designed to outline primary duties, necessary knowledge, skills, abilities, qualifications, and job scope. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Status: Non-Exempt
Salary Level: T02

Department: Public Works
Reports To: Public Works Supervisor

General Position Summary: Entry level position that requires various skills to troubleshoot, maintain, and repair parks, streets, and surface water facilities. Perform other special projects and duties as required.

Essential Functions:

- Perform street repairs and maintenance, including cleaning, patching and resurfacing. Prepares streets to be repaired and overlaid, including repairing potholes and removing debris.
- Maintain City parks through installing and maintaining irrigation systems, over seeding and fertilizing turf.. Maintain and improve trails and paths, including clearing brush and trees.
- Maintain City-owned buildings by performing routine maintenance work, including construction and repair of doors, roofs, and fences, as well as maintenance and installation of plumbing systems.
- Maintain, install and repair surface water facilities.
- Respond to emergency call-outs during off hours to respond to urgent problems relating to surface water runoff complications, urgent street repairs, and other critical, time-sensitive public works repairs.
- Operate and use hand and power tools for maintenance and construction activities.
- Performs heavy manual labor for extended periods of time under dirty and uncomfortable situations.
- Lifts up to 100 pounds.
- Communicate and maintain good working relationships with colleagues, supervisors and other City employees.
- Read and interpret basic blueprints, diagrams and maps.
- Work independently in the absence of supervision.

Knowledge:

- Proper safety practices and precautions and to ensure compliance with City safety policy.
- Methods and techniques in street maintenance and repair.
- Methods and techniques in the application of fertilizer composition, tree maintenance and removal and irrigation system repair.
- Standard practices and procedures for the safe storage and use of chemicals and hazardous materials.
- General understanding of the City's political environment and sensitivities.

Skills:

- Planning, organizing, prioritizing, and time management.
- Proper use of hand and power tools.
- Interpersonal and teamwork skills.
- Use of discretion and confidentiality.
- Ability to read, write, speak, and understand English.
- Outstanding Customer service.
- Strong attention to detail.

Education and/or Experience:

- High School diploma or G.E.D.

Special Requirements

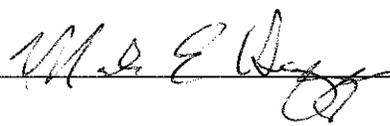
- Possess, or have the ability to secure, a valid State of Washington Driver's License and a driving record free of significant moving violations.
- Full-time salaried position in the Teamsters Union Local 763.

The statements contained herein reflect the general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak periods, or otherwise balance the workload. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

The City of Normandy Park is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state, or local law.

Note: In accordance with the Immigration Reform and Control Act of 1986, employment of persons hired by the City will be contingent upon presentation of acceptable documents verifying the authorization of employment in the United States.

Department Manager Review:  Date: 11-15-16

City Manager Approval:  Date: 11-15-16