

# CITY OF DAYTON

## Maintenance Worker

**Job Title:** Maintenance Worker  
**Department:** Public Works  
**Reports To:** Public Works Director  
**FLSA Status:** Non-exempt  
**Prepared Date:** 2/23/15  
**Updated:** 5/4/18

**HOURLY RATE:** \$14.29 - \$16.08/hour depending upon qualifications

**HOURS OF WORK:** 40 hours per week; occasional weekend duty; evenings and weekends in emergencies

### DEFINITION

Entry-level position. Under supervision, performs unskilled and semi-skilled manual work in a variety of public works maintenance fields with primary responsibility for City Parks.

### SUPERVISION RECEIVED AND EXERCISED

Reports to and receives directions from the Public Works Director and exercises no direct supervision over other employees.

### ESSENTIAL JOB FUNCTIONS (Duties may include, but are not limited to the following:)

- Know and comply with all laws, policies, procedures, and safety practices as these relate to employment conditions and job duties.
- Perform job duties in a safe and efficient manner that protects the employee, coworkers, and the public.
- Maintain a high standard of quality for City parks, recreation facilities, and landscaped areas.
- Perform safety inspections of park areas and recreational equipment as directed.
- Respond to emergency call-outs.
- Perform weekend rounds on a rotating basis.
- Read water meters.
- Monitor and record data concerning operations of water and sewer treatment facilities.
- Assist in the installation and repair of water and sewer mains and other public works facilities.
- Assist in patching streets with asphalt and gravel and helps repair water and sewer cuts in the pavement.
- Maintain irrigation systems, flower beds, and landscaped areas as assigned.
- Mow grass, rake leaves, pull weeds, and dispose of green waste on a regular basis.
- Clean buildings, wash windows, and empty trash cans.
- Paint interior and exterior walls and trim.
- Hand sweep streets and alleys and load debris.
- Drive truck and load fallen tree limbs and roadside trash onto truck, and deliver refuse to landfill.

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- Load and unload rock, dirt, gravel, sweepings and other materials.
- Operate automotive equipment and various hand tools on a regular basis.
- Make minor repairs to buildings, fixtures, fences, etc.
- Dig and backfill ditches.
- Remove and replace damaged traffic signs.
- Report to work on time in the proper attire for outside work and perform duties diligently during all working hours.
- Respond in a positive manner to directions and other duties that may be assigned by the supervisor or City Manager.
- Interact with the public on a daily basis and provide friendly and respectful customer service at all times.
- Accommodate change and work collaboratively in a team environment.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily and have the capacity to learn other secondary duties that may benefit the department. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

### **EDUCATION and/or EXPERIENCE**

- High school diploma or general education degree (GED) and one year related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

- Ability to understand and follow oral instructions.
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations with customers, staff, and others.

### **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

- Must exercise ability to apply common sense understanding to carry out detailed written or oral instructions and interact effectively with the public.

### **CERTIFICATES, LICENSES, OR REGISTRATIONS**

- A valid State of Oregon Motor Vehicle Driver's License is required.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- Ability to perform heavy manual labor for extended periods.
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or

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crawl; speak; and hear. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and 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.

- While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and adverse weather conditions.
- The employee occasionally works in high places or confined spaces.
- Work facilities may expose the employee to various conditions such as loudness, fumes, electrical shock, vibration, chemicals, or the movement of equipment.