

City of Priest River

P.O. Box 415

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Web site: www.priestriver-id.gov



JOB DESCRIPTION

TITLE: MAINTENANCE WORKER I

DEPARTMENT: PUBLIC WORKS

REPORTS TO: LEAD MAINTENANCE WORKER

REVISION DATE: 02/17/26

PAY GRADE: 10

CLASSIFICATION SUMMARY

Under general supervision from the Lead Maintenance Worker, the Maintenance Worker I performs a variety of routine, unskilled and semi-skilled, manual labor in the maintenance, repair, operations, construction, facilities, City parks, and roadways; ensures the cleanliness, basic maintenance and repairs of City buildings, landscaped areas, and irrigations systems; assists with installation, maintenance, and repairs City streets and services, such as water and wastewater systems; safely operates an assigned vehicle, work-related equipment and manual and power-driven tools; and performs related work as assigned.

The Maintenance Worker I is the entry level in the Maintenance Worker classification series. Positions in this classification perform more routine manual labor, maintenance, and repair tasks; while learning to perform a full range of semi-skilled work required in maintenance, repair, operations and construction of City buildings, parks, streets and services. This classification is flexibly staffed with the journey-level Maintenance Worker II. Upon recommendation of the Lead Maintenance Worker, positions in this classification advance to the journey level II classification after gaining the required experience and certifications, developing the proficiency to perform the full range of journey-level job duties, and consistent exemplary job performance ratings.

Receives general supervision from the Lead Maintenance Worker and may receive guidance from more experienced Maintenance Workers. This position does not exercise supervision of others.

The job is an on-call position, responding to emergency situations. Employees designated as immediate response personnel must live thirty (30) minutes or less from their usual daily work site.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

- Perform manual labor and routine maintenance tasks required in the cleaning, maintenance and repair of City buildings, facilities, streets, parks, playgrounds, trees, landscaping, irrigation, water, and collections systems.
- Learn to safely and effectively operate an assigned vehicle, and work-related hand tools, and power equipment.

- Perform routine maintenance and cleaning of tools and equipment; and report the need for major equipment and vehicle repairs.
- Perform flagging and traffic control duties at work sites.
- Perform snow and ice removal using equipment to plow, sand, and de-ice streets and roadways, including removing debris from streets and roadways and transporting to dump site.
- Perform light to heavy manual labor and semi-skilled and skilled maintenance and construction tasks required in the construction, maintenance, replacement and/or repair of City streets, gutters, drains, curbs, and sidewalks.
- Dig out, break up, pick up and appropriately dispose of asphalt, concrete, dirt, roots, and debris.
- Paint street signs, crossings, crosswalks, curbs, and centerlines.
- Clean and repair storm drains
- Perform light to heavy manual labor and/or unskilled to semi-skilled tasks to assist with the inspection, maintenance, repair, and installation of, water, and wastewater collection systems.
- Safely operate, or learn to safely operate, a variety of light to heavy construction equipment including, backhoes, motor graders, large frontend loaders, medium to heavy trucks, heavy-duty rodding machines, hydra flush and vacuum combination trucks, power rodders, tampers, pavement saws, cutting torches and welders for a variety of construction and maintenance operations on storm water lines, wastewater mains and lines and related systems.
- Pick up and transport refuse to appropriate disposal site.
- Assist in the cleaning and repair of storm drains; assist in the repair and installation of sewer mains and lines; assist in monitoring of water and wastewater treatment systems.
- Assist in the installation, maintenance, and repair of water meters and related service lines and water distribution mains. Learn to assist in the inspection of water meters and water service lines.
- Assist in the installation of new water services and repair of leaks, broken water mains and damaged pipes.
- Assist in the inspection and cleaning of lift station facilities and grounds.
- Perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

- Knowledge of basic methods, techniques, tools, materials and equipment used in the cleaning, maintenance, repair and construction of facilities, adjacent grounds, and parks.
- Knowledge of basic carpentry, plumbing, and electrical repair techniques.

- Knowledge of operating characteristics used in the safe operation of equipment used for forming, pouring and finishing concrete, gutters, and sidewalks.
- Knowledge of basic methods, procedures, and equipment used in maintenance, repair and construction of sewer and water systems.
- Knowledge of applicable rules, codes and regulations, policies and procedures, including those for job site traffic control.
- Knowledge of effective public service techniques.
- Ability to understand and follow oral and written instructions.
- Ability to perform light to heavy manual labor for extended periods, occasionally under severe weather conditions.
- Ability to plow, sand, and de-ice impacted roads and streets.
- Ability to perform basic construction, maintenance and repair work.
- Ability to refer for additional repair to qualified service personnel, as appropriate.
- Ability to perform routine equipment maintenance.
- Ability to learn to identify and appropriately address safety hazards.
- Ability to learn to safely and effectively operate an assigned vehicle and work-related hand and power tools and equipment.
- Ability to learn and apply applicable codes, rules and regulations, policies, and procedures.
- Ability to complete and maintain basic work activity and time reports and purchase requisitions.
- Ability to establish and maintain effective working relationships with co-workers and the general public.

REQUIRED EXPERIENCE, TRAINING, LICENSES, AND/OR CERTIFICATIONS*

- High school diploma or GED
- Class B CDL: N endorsement (Tank Vehicle) required, E restriction (No Manual Transmission) prohibited, (required within eighteen (18) months of hire date)
- Trench safety certification (required within twelve (12) months of hire date)
- Flagging certification (required within twelve (12) months of hire date)
- CPR, AED, and first aid certification (required within twelve (12) months of hire date)
- Two (2) years of light and medium equipment experience is preferred

*Failure to acquire and maintain the required licenses will violate the terms of the position and will result in termination from the position. Training will be provided by the City, subject to the City's policy regarding City-Paid Training.

PHYSICAL REQUIREMENTS

On a daily basis, the essential duties of this classification require the ability to stoop, kneel, crouch, reach with both hands and arms; to stand for long periods of time; to walk; and to sit for extended periods while operating vehicles and equipment; to lift, push, pull and carry objects weighing up to 100 pounds; to use finger dexterity and hand strength to operate and grasp tools and equipment; to repetitively use both feet and hands to operate an assigned vehicle work-related equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal

detailed information and instruction; to see at an arm's length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

WORKING CONDITIONS

Essential duties of this classification are performed in both indoor and outdoor environments with limited exposure to varying weather conditions. Work is performed on a daily basis in an environment of constant noise; around machinery with moving parts; and with exposure to smoke, fumes, gas, dust, grease, oil, pesticides, chemicals and electrical energy. Frequently, incumbents perform duties on slippery and uneven surfaces and perform duties with hands in water; and occasionally, are subject to vibration while operating equipment. Incumbents are required to travel from site to site; and may be required to work evenings, on weekends and on holidays; and may be required to work overtime and irregular hours in emergency situations.

This position is FLSA non-exempt.

The City of Priest River is an equal opportunity employer.