

CITY OF SALEM
WILLOW LAKE MAINTENANCE OPERATOR II

00549

Nature of Work

This is skilled maintenance and equipment operation work involving installations, maintenance, repair, groundskeeping, transport services, and assistance in construction activities at the Willow Lake Wastewater Treatment Plant.

Work can include independently performed maintenance duties related to groundskeeping at the treatment plant, building maintenance such as painting, repairs, cleaning gutters, patching roofs, general duties such as transporting water samples, maintaining drainage systems utilizing some construction equipment. As a member of a crew, may assist in plant maintenance and repairs of pumps, controls, valves, etc.

This is not a full supervisory position, but an incumbent in this classification would be expected to provide work direction to seasonal employees and train new crew members on the Willow Lake and City work procedures and processes. Work is subject to review by an operational supervisor for compliance with standing procedures, specifications, and work orders. After routine duties are learned, duties are performed with considerable independence and initiative. Work conditions, occupational hazards, and degree and type of supervision received vary with the location and nature of the assignment.

Work of this class is distinguished from Public Works Maintenance Operator I by the degree of skill required, its complexity or consequence, including considerable latitude in selecting work methods and procedures and the authority to act as lead worker and the technical knowledge required to proficiently perform a variety of duties and operate a variety of equipment in the course of performing the daily assignments. This class is distinguished from the Wastewater Treatment Plant Operator by the absence of ongoing responsibility to monitor plant treatment processes and adjust them to remain within operating treatment standards.

Illustrative Examples of Work

(Any single position of a class will not usually involve all of the essential duties listed, and many positions will involve essential duties which are not listed.)

Performs a variety of maintenance and repairs to wastewater treatment plant buildings such as painting, repairing doors, roofs, gutters, walls, windows, replacing fuses and light bulbs, cleaning common areas accessed by the public, installing railings, office equipment, dividers, and other fixtures as needed. Inspects buildings for operating conditions, deterioration, and potential hazards. Maintains grounds around plant facilities, including landscape areas, lawns, cleaning walkways, etc.

Plans daily work assignments based on work orders, estimating time and materials for projects, and ensuring proper tools, equipment and supplies are available for assignments; ensures work is performed with all safety precautions and to standards, resolving on-site problems and/or seeks direction as needed; ensures work location is left clean and safe and proper documentation is completed.

Individually, or as a member of a crew, performs skilled work in the maintenance, repair, and construction of drain lines; lays service lines to grade as needed around the plant; patches driveways, etc. Assists plant technicians and operators as requested on larger projects as a crew member, replacing valves, pumps, motors, blowers and other industrial components.

Operates related construction equipment as needed and utilizes a variety of power and hand tools on a daily basis. Prepares or reviews for accuracy information concerning time, materials, and personnel time records. Updates maps and computer data bases on maintenance as needed. Monitors contractors' work for compliance with city standards.

Performs other related work as assigned.

Work Qualifications

High school graduation or GED and two years of related experience.

Considerable experience in maintenance, repair and construction of buildings and grounds, including carpentry, painting, office construction, including experience operating a variety of construction equipment; or any equivalent combination of experience and training which provides the following knowledge, skills and abilities:

Considerable knowledge of the appropriate materials, methods, procedures, tools, and equipment appropriate to the operational area or specialty to which assigned.

Considerable knowledge of equipment operation related to field construction and building maintenance work.

Considerable knowledge of the component parts and operating principles of building plumbing systems, painting, carpentry, building construction and its routine servicing and maintenance.

Knowledge of the traffic laws of the State of Oregon.

Knowledge of the occupational hazards involved and the safety precautions necessary in equipment operation, traffic control signing and flagging, and confined space entry

procedures.

Skill in the operation of construction equipment.

Ability to service various types of equipment and to make minor running repairs.

Ability to perform a variety of assigned semi-skilled to skilled duties and change from one project to another without loss of efficiency or quality.

Ability to make material and personnel estimates, interpret plans and specifications, keep records, and make reports.

Some ability to direct the work of other employees.

Possession of a valid Oregon Class A commercial license with appropriate endorsements, B or C license and the ability to meet City driving standards or the ability to move personnel and equipment efficiently from one location to another as required.

Work is generally performed in a field setting in all types of weather and field conditions, often involving work at heights or subterranean locations. The nature of the work often may require availability to respond during off-duty hours, in the evenings, or on weekends. Work frequently involves moving from one physical location to another over a 35 acre complex and performing physical tasks requiring bending, stooping, moving equipment and tools, and requires agility sufficient to perform maintenance, repair or construction tasks in varying weather conditions and in confined spaces. Work involves exposure, with safety precautions, to sewage, dust, dirt, solvents, cleaners, lubricants and other chemicals related to work assignment area. Work may require the use of modern office equipment such as a personal computer.

Personnel Director