

# CITY OF ORTING

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## JOB DESCRIPTION

Job Title: Maintenance Worker I, II

Department: Public Works

Reports To: Maintenance Lead & Public Works  
Superintendent

Revision Date: 01/01/2026

Hourly Wage: DOQ

Maintenance I - Range 15

Maintenance II - Range 20

of the City Council approved wage  
matrix

### **SUMMARY DESCRIPTION**

The Maintenance Worker I and/or II is a full-time, Fair Labor Standards Act non-exempt, non-Civil Service maintenance position. A work week is 40 hours, typically Monday to Thursday (or approved alternate schedule), with periodic callouts on weekends and evenings based on operational needs and emergencies. The incumbent in this position is subject to a six (6) month probationary period. This position is part of a bargaining unit represented by the American Federation of State County and Municipal Employees (AFSCME) Local 120.

Under supervision, the Maintenance Worker performs a wide variety of semi-skilled duties in the construction, maintenance, and repair of City streets, curbs, sidewalks, parks, recreational ball fields, cemetery, all landscaped areas, and water, sewer and stormwater facilities. When working in water or sewer facilities, the Maintenance Worker will be working under the supervision of the respective department supervisor. This is a broad classification with individuals assigned to specific functional areas based on business needs. The Maintenance Worker will cross-train in all departments as allowed by the Public Works Superintendent. This position must work well independently and with teams. This position performs work under the direct supervision of the Maintenance Lead and Public Works Superintendent.

### **DISTINGUISHING CHARACTERISTICS**

*Advancement to the "Maintenance II" level is based upon meeting required qualifications and satisfactory job performance.*

Maintenance Worker I – This is the entry-level class in the Maintenance Worker series. Incumbents in this classification receive on-the-job training, specific day-to-day direction and are closely supervised. Positions at this level are not expected to function with the same amount of knowledge or skills as positions allocated to the Maintenance Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods.

Maintenance Worker II - This is the journey-level class in the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker I by the performance of the full range of duties as assigned including operation and maintenance of various public works

tools and heavy equipment. Employees at this level receive occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

## **REPRESENTATIVE DUTIES**

*Duties may include, but are not limited to the following:*

### General duties:

1. Operate construction, maintenance and landscape equipment including power and hand tools; perform preventive maintenance and light repairs on equipment.
2. Conduct traffic control when working in high traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.
3. Utilize proper safety precautions related to all work performed.
4. Respond to emergencies as needed.
5. Attend safety and training sessions and seminars.
6. Recognize hazardous situations and/or materials; isolate area and deny entry to hazardous areas; notify appropriate Hazmat and law enforcement agencies for handling.
7. Respond to inquiries and questions from the public.
8. Maintain shop inventory; assists in stocking supplies, materials and equipment; maintain shop equipment and supplies in a clean and orderly manner.
9. Provide general maintenance and repairs to City building facilities.
10. Provide support to City sponsored events and parades as needed.
11. Maintain accurate and up-to-date records of daily work activities including: project progress, tasks completed, equipment used and time spent, within the designated work management system.
12. Perform related duties as assigned. May assist other departments as needed.

### When assigned to Parks & Landscape:

1. Maintain City parks, parkways, roadside, medians and grounds; haul and place landscape materials; inspect areas for wetness and dryness; install and maintain irrigation systems to ensure proper operating efficiency.
2. Maintain City trees; prune trees to remove low branches that present a hazard to pedestrians and motorists; chip brush from trees and shrubs; grind stumps of removed trees.
3. Remove roadside debris and weeds; clean City sidewalks and gutters.
4. Apply pesticides, herbicides and fertilizers as needed.
5. Perform root pruning as necessary.
6. Perform daily park bathroom janitorial and maintenance duties.
7. Perform daily trash receptacle rounds
8. Athletic field maintenance and lining in support of Parks & Rec dept programs or rentals
9. Playground safety & maintenance inspections as required.
10. Performs other duties and responsibilities as assigned. May assist in other departments as needed.

### When assigned to Cemetery

1. Grounds maintenance; mowing, edging, trimming, fertilizing and watering grassy areas.
2. Pruning trees and shrubs, planting flowers, general clean-up of litter and debris.

3. Using riding and hand mowers, backhoes, tractors, trimmers and other landscape tools.
4. Maintain and repair irrigation system.
5. Burial and grave preparation; digging grave sites using hand tools and heave equipment.
6. Set up markers and chairs for services
7. Assist with internments.
8. Install and maintain headstones and monuments.

*When assigned to Streets:*

1. Maintain traffic control systems; paint and stripe City streets, curbs, crosswalks and guardrails; install permanent markers and reflectors along streets and highways.
2. Prepare, install, repair and replace City signs and posts; install and maintain street banners as necessary.
3. Maintain inventory of traffic materials including signs, paint and sand.
4. Mix, rake and spread asphalt, cold patch and/or hot mix; seal cracks and patch streets; participate in street maintenance projects.
5. Install speed bumps on City streets.
6. Grind street lane lines; install new lane lines.
7. Respond to emergency calls to remove traffic accident debris from City streets.
8. Operate street maintenance equipment including but not limited to backhoe, concrete saw, soil compactor, jack hammer and dump truck.
9. Construct forms; pour and finish concrete on curbs, gutters, sidewalks, and waterways; perform concrete repairs, patch work, brick, block walls, and associated masonry work.
10. Clean and remove trash from streets and parking lots.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:*

**Knowledge of:**

- Methods and techniques of general construction, maintenance and/or repair related to the area of work assigned.
- Methods and techniques of safe chemical use, storage and disposal.
- Practices and procedures of traffic control.
- Principles of Dig Alert.
- Occupational hazards and standard safety practices.
- Tree care, pruning, maintenance and removal.
- Basic electrical maintenance and repairs
- Pumps and motors maintenance and repairs

**Ability to:**

- Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions. Perform heavy manual labor. Read and interpret basic blueprints, diagrams, and maps.
- Recognize underground utilities.
- Work well independently in the absence of supervision and cooperatively as part of a team.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.
- Operate office equipment as necessary, including but not limited to computers and supporting software applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.

### **Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.*

#### **Education/Training:**

- High School diploma or equivalent (*required*)

#### **Experience:**

##### Maintenance Worker I:

- One (1) year of experience in parks, cemetery, landscaping, or closely related field (*preferred*)

##### Maintenance Worker II:

- Two (2) years of increasingly responsible experience in parks, cemetery, landscaping or closely related field (*required*)

#### **License or Certificate:**

##### Maintenance Worker I:

- Possession of a valid Washington State driver's license; new employees must successfully pass the City's pre-employment driver's records check and all employees must maintain an excellent driving record. (*required*)
- Valid Traffic Control Flagging Card (*required or obtained within six (6) months of employment*)
- First Aid/CPR Card (*preferred*)
- Confined Space Entry Certificate (*preferred*)
- Pesticide Sprayers License (*preferred - with incentive pay*)
- Arborists Certification (*preferred - with incentive pay*)

##### Maintenance Worker II: (in addition to the above *required* licensures and certificates)

- Pesticide Sprayers License (*required*)
- Confined Space Entry Certificate (*required*)
- Arborists License (*preferred – with incentive pay*)

In the event the State of Washington mandates or requires a license or certification, the incumbent will be given (twelve) 12 months, or timeframe specified by the State (whichever is shorter) to obtain such license or certification.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Field and construction site environment; travel from site to site; work with and in water and around heavy construction equipment; work under ground and in confined spaces; work at heights on scaffolding and ladders; work on slippery and uneven surfaces; work around traffic; exposure to noise, dust, heat and inclement weather conditions.

**Physical:** Sufficient physical ability to lift and carry; thirty (30) pounds often, fifty (50) pounds occasionally and ninety (90) pounds rarely. Bending, stooping, kneeling, and crawling; walking and standing for prolonged periods of time; operating motorized equipment and vehicles. Must have the ability to perform heavy manual labor: shoveling, digging, lifting, pushing, pulling, and dragging. Work in confined spaces.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.

## **REASONABLE ACCOMMODATIONS**

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

*This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.*

*The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.*