

# CITY OF ORTING

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## JOB DESCRIPTION

Job Title: Maintenance Worker Lead

Department: Public Works

Reports To: Public Works Superintendent

Revision Date: 01/01/2026

Hourly Wage: Range 23 of the City Council approved wage matrix

### **SUMMARY DESCRIPTION**

The Maintenance Worker Lead is a full-time, Fair Labor Standards Act non-exempt, non-Civil Service maintenance position. A work week is 40 hours, typically Monday through 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.

The Maintenance Worker Lead performs a wide variety of semi-skilled duties in the construction, maintenance, and repair of City streets, curbs, sidewalks, flood control systems, parks, recreational ball fields, cemetery, all landscaped areas, and water, sewer and stormwater facilities. The incumbent will train subordinate maintenance staff and cross-train other department staff as required. When working in storm, water or wastewater facilities, the Maintenance Worker Lead will work in partnership with the respective department supervisor. This is a broad classification with individuals assigned to specific functional areas based on business needs. The Maintenance Worker Lead 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 Public Works Superintendent and indirectly to the Public Works Director.

### **REPRESENTATIVE DUTIES**

*Duties may include, but are not limited to the following (along with the Maintenance Worker I & II duties, as needed):*

1. Provide daily task oversight and training to assigned staff responsible for the maintenance, operation, and repair of City streets, curbs, sidewalks, and flood control systems; and operate and maintain a wide variety of maintenance tools and equipment.
2. Provide training and oversight to assigned staff on proper safety procedures related to all work performed; participate and oversee safety and training sessions and seminars;
3. Train assigned staff in the methods and techniques of operations, repair, maintenance, and service to the public.
4. Participates in employee feedback process of Maintenance Worker I & II employees.
5. Assist maintenance staff in performance of duties.
6. May provide support to City sponsored events and parades.
7. Respond to emergency calls and/or perform after-hours duties as directed.

8. Estimate time, materials, and equipment required for jobs assigned; track and maintain inventory; schedule and account for maintenance equipment; and requisition materials as required.
9. Serve as a liaison between residents and Public Works departments regarding maintenance projects and community notifications.
10. 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.
11. Oversee the operation of construction and maintenance of Public Works equipment, monitor vehicles and equipment for preventative maintenance and perform minor repairs.
12. Oversee traffic control operations when working in traffic areas of the City; direct and control traffic around work sites.
13. Perform utility locates to identify and mark underground infrastructure as needed, ensuring safe excavation and construction activities.
14. Apply city design standards to all work to maintain quality, safety, and compliance.
15. Occasionally conduct inspections to verify projects, developments, and repairs meet city design standards and regulatory requirements. Provide guidance and recommend corrective actions when work does not meet established standards.
16. Notify the appropriate personnel when discovering or witnessing a hazardous situation; isolate and deny entry until proper authorities respond.
17. Perform related duties as required.

## **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:**

- Principles of leadership and training.
- Methods and techniques of general construction, maintenance and/or repair related to the area of work assigned.
- Basic electrical maintenance and repairs
- Pumps & motors repair and maintenance
- 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.
- Principles of hazardous waste collection and disposal.
- Material Safety Data Sheets (SDS) related to area of work assigned.
- Hazardous Materials Program (HazMat) related to area of work assigned.
- Record keeping principles and practices.

### **Ability to:**

- Effectively lead other workers as assigned.
- Interpret, explain, and enforce departmental and City policies and procedures.

- 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.
- Determine, and properly dispose of waste.
- Maintain accurate records and files.

### **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

#### **Experience:**

- Five (5) years increasingly responsible experience performing landscape, facility and/or street maintenance and repair. *(required)*

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

- 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)*
- Pesticide Sprayer License *(required)*
- Valid Traffic Control Flagging Card *(required or obtained within six (6) months of employment)*
- Confined Space Entry Certificate *(required or obtained within six (6) months of employment)*
- Arborists Certification *(preferred - with an 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 underground 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.*