City of Bellingham
Classification Specification

CLASS TITLE	**Maintenance Aide II**
DEPARTMENT	**Interdepartmental**
UNION:	**1937**
SG:	**102**
CS:	**No**
FLSA:	**Y**
EEO/SOC CODE:	**SM/ 49-9098**

NATURE OF WORK:

This position performs basic seasonal grounds and facilities maintenance. Specific duties depend upon program area assigned which include multiple divisions within the Parks and Recreation Department and/or Public Works Department. Performs a variety of manual labor in the construction, maintenance, repair, operation and service work of all parkd and public works facilities. Operates hand and power tools and motorized equipment. Work consists of routine and repetitive tasks, processes and/or operations and will be performed cooperatively with other employees and completed in a manner that assures individual, co-worker and public safety in all weather and working conditions. Program area assignments may change from day to day depending upon Department needs. Usually works as part of an assigned crew in an assigned unit but may have an individual or specialized assignment after a period of training. May be called out for emergency work.

DISTINGUISHING CHARACTERISTICS:

Maintenance Aide II is an entry level position requiring no prior paid work experience. Assists higher classified workers in the construction, maintenance and service of parks and public works facilities and equipment. Work consists of routine and repetitive tasks, processes and/or operations performed under the direction of higher classified staff.

This position is distinguished from the Maintenance Aide III classification by a greater level of oversight and instruction required in the performance of assigned duties.

SUPERVISORY RELATIONSHIPS:

Reports to the Supervisor of the assigned unit, based on program area. May receive direction and training from higher classified positions within the unit. Works under close supervision of a lead worker, crew leader, or other supervisory personnel.

ESSENTIAL FUNCTIONS:

1. Completes scheduled maintenance activities in a variety of City facilities and parks which includes but is not limited to mowing, trimming, edging, care of trees, rose gardens, shrub beds, leaf and debris removal, barking/mulching, weeding, planting and repair, watering, litter pick-up, painting, pressure washing, window washing, vacuuming, sweeping, emptying trash containers, cleaning and other custodial activities.

3. Sets up traffic control devices including barricades, flags and performs other safety related duties. May be required to follow protocols regarding confined spaces, lockout tagout. Performs traffic marking tasks utilizing paint sprayers and torching thermoplastic traffic markings.

4. Assists workers in higher classes in utility work including cutting, fitting, laying, connecting and installing various sizes of water, sewer and storm lines; installs valves, tees crosses, reducers, sleeves, manholes, catch basins etc., per instructions.

5. Assists workers in higher classes in construction, installation and repair of structures, equipment or other amenities such as trails, trail structures, signs, steps, retaining walls, irrigation systems, drainage systems, cemetary burial amenities and cemetery monuments.

6. Assists with Illegal Camp removal, removing trash and accumulated debris from camp sites.

7. Performs manual labor such as digging, shoveling, raking, picking, hammering, lifting, carrying, pushing a wheelbarrow and other similar manual labor.

8. Operates a variety of hand tools and power equipment. Examples of this equipment include line trimmers, chainsaws, brush chipper, hedge shears, blowers, chalk liners, line painters, field sweepers, pressure washers, drills, etc.

9. Operates a variety of automotive equipment including small tractors, pickup trucks with trailer attachments and mowers. Drives dump trucks (with manufacturer's weight rating of less than 26,001 pounds) to remove material, haul dirt, gravel, etc. as needed.

10. Completes set-up and take down of a variety of basic equipment such as PA systems and athletic field equipment and assists in set-up, repair or take down of more complex equipment such as irrigation systems, drainage systems or cemetery burial amenities.

11. Conducts daily visual inspection and maintains all assigned equipment. Maintains tools by cleaning and ensuring proper storage. Reports tool needs and concerns toSupervisor.

12. Performs Lockup/Security function in community park facilities. Patrols park system, cleaning and maintaining facilities and restrooms; informs the public of park regulations as needed. Facilitates reservations and events as needed. Completes set up and take down of a variety of basic equipment such as PA systems and athletic field equipment.

13. Answers questions and concerns from the public as well as other staff in other program areas.

Examples of Duties by Unit:

- Public Works Facilities: Assists in general building maintenance. Performs basicinterior and exterior painting, pressure washing, roof and gutter cleaning; grounds maintenance including weeding, backpack blowing, and sweeping under the direction of higher classified staff; assists with a variety of small internal/external repair projects.
- Public Works Maintenance: Asssists in performing a variety of manual labor in the maintenance of water and wastewater infrastructure,leans floors, clarifiers, incinerators, reservoirs, pump stations, pumps, wet wells, dry wells, lift stations and grounds; maintains protective coatings of facilities.
- Public Works Stormwater: Assists in performing Inspections repairs, constructs, and cleans storm drains and catch basins,vegetation removal and brushing,inspects, cleans, repairs, and aids in installing storm drainage systems, removal of debris from storm drainage systems. Assists with flas, digs around utility sites, and drives light duty vehicles.
- Public Works Street: Assists in performing maintenance , construction, and repairs concrete and asphalt sidewalks, patches roadways, repairs asphalt surfaces, hand sweeps and blows around sidewalks, repairs guard rails, and clears brush and weeds from city right-of-ways, guard rails, and roadways by cutting, edging, and mowing. Assist with graffiti removal, flags, cleans worksites and vehicles and drives light duty vehicles. Assists with illegal camp clean up, removing trash and accumulated debris
- Public Works Wastewater Collection: Assists with sewer line repairs, digs around underground utility pipes,makes manhole adjustments, high velocity cleaning of system componentsmanhole surveys,operates jackhammers and other power equipment, traffic flagging, cleans up worksites, and drives light duty vehicles.
- Public Works Water and Wastewater Treatment Plant: Assists in performing grounds maintenance at pump stations and water treatment plant,facility maintenance, including cleaning, litter control, painting, and high pressure hosing clarifiers tanks and water tanks.
- Public Works Water Distribution: Assists in performing locates, installs, maintains, and assists with repairing water mains, water services, fire hydants, pumps, blowoff assemblies, air and vacuum release valves, and meters and meter boxes, digs around underground utility pipes, operates jack hammers and other power equipment, cleans worksites and vehicles, flags and drives light duty vehicles.]paints fire hydrants and exercises valves, documents results of hydrant and valve survey.
- Public Works Traffic: Assists in performing flagging;general maintenance and repairs; crosswalks and curb paintng. Assists with street sign inventory, payment markings, and raised payment marker replacement.
- Parks and Recreation - Bayview Cemetery: Assists in turf related mowing , trimming, and edging activities; installation and repair of monuments; opens and closes graves; set-up and take down of service amenities.
- Parks and Recreation - Ubran Parks Horticulture: Assists in the care of trees, rose gardens, and shrub beds in the Urban Parks program. Prunes trees and shrubs; cuts brush; edges plant beds; hand weeds; fertilizes and irrigates; applies bark and surface material; picks up leaf and debris, and plants. Assists with illegal camp clean up, removing trash and accumulated debris.
- Parks and Recreation - Urban Parks Mowing: Assists in turf related mowing, trimming, edging and backpack blowing duties in the Bellingham Park systems. Performs horticultural activites, including pruning, weeding, and mulching. Cuts brush; picks up leaf and debris. Assists with illegal camp clean up, removing trash and accumulated debris.

- Parks and Recreation - Natural Resources: Assists in the maintenance and construction of trails, trail structures, and open space in the Bellingham Park system. Installs signs, steps, and retaining walls. Maintains right-of-way of trail by picking up litter and cutting back brush and weeds. Assists with illegal camp clean up, removing trash and accumulated debris.
- Parks and Recreation - Buildings/Facilities: Assists with facility maintenance, including restroom cleaning, litter and trash control, painting, pressure washing, regulation enforcement, and facility lock-up. Assists with illegal camp clean up, removing trash and accumulated debris.
- Parks and Recreation - Athletic Fields: Assists with maintenance, repair and improvement of athletic fields and facilities. Performs daily field preparation for field activities, litter cleanup, restroom cleanup, stadium cleaning, and transporting of equipment to site.

ADDITIONAL WORK PERFORMED:

1. Logs information, complete work orders and paperwork required by Supervisor.
2. Performs other related work of a similar nature and level.

KNOWLEDGE AND SKILLS:

Skill in:
- Ability to operate small hand and power tools.
- Excellent interpersonal skills for interaction with City staff, department staff, and the public.
- Basic computer skills to learn and utilize computer software and technology as required to perform various tasks.

Ability to:
- Ability to follow established safety rules and to operate equipment in a safe manner.
- Ability to work outside in all types of weather conditions.
- Ability to match the appropriate tool to the task and be aware of the basic cause and effect relationship in the operation of machinery.
- Ability to learn the knowledge and skills needed for a variety of assignments.
- Adequate hearing, vision and physical ability to perform the work assigned.
- Ability to perform routine, repetitive activities.
- Ability and willingness to follow directions.
- Ability and willingness to work a flexible schedule including evenings, overtime, weekends, and holidays when necessary.
- Ability to perform assigned work independently and responsibly, as well as part of a team.
- Willingness to adhere to the team agreements for the Operations Division.
- Ability to respond appropriately to emergencies that arise in the park system including medical emergencies, building/grounds issues and issues arising while parks are closed to the public.
- Ability to follow oral and written instructions, including following established safety rules and regulations and be able to independently recognize hazards at the work site.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Ability to maintain consistent and punctual attendance.
- Physical abilities to perform the essential functions of the job including:

- Manual dexterity sufficient to operate hand and power equipment safely and efficiently.
- Correctable vision to read instructions and work safely around equipment.
- Adequate hearing to effectively hear voice radio and crew communications, roadway traffic and alarms in a noisy environment.
- Ability to perform heavy physical labor including operating mechanical equipment for extended periods of time, climbing and working from ladders and setting up tents.
- Ability to perform tasks requiring repetitive hand and arm movements.
- Ability to work overhead for extended periods of time.
- Physical ability to continuously stoop, bend, climb occasionally work in confined spaces or from heights and frequently lift and carry heavy objects in the 50 lb range and occasionally weights of approximately 100 lbs utilizing proper body mechanics, mechanical and other assistance.
- Positions in Water, Sewer and Streets require the physical ability to operate a 60 lb. jackhammer for extended periods of time intermittently throughout the season.

WORKING ENVIRONMENT:

Work is performed both indoors and outdoors in all weather conditions and on City streets and right-of-ways, in close proximity to roadway traffic, in and industrial plant environment or on uneven terrain, some of the time in remote work sites. The work involves a moderate risk work environment which requires employees to follow established safety procedures in operating equipment and vehicles, handling irritant materials, working in unsanitary conditions, performing repetitive activities, etc. Employees are required to wear personal protective equipment, use appropriate safety equipment and follow standard safety practices.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Previous experience in grounds and facilities maintenance or manual construction labor using manual and power tools and motorized equipment preferred.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- May be required, depending upon assignment: Valid Washington State Drivers License by time of hire and proof of a good driving record. A three-year driving abstract must be submitted prior to hire, if required for assignment.
- Ability and willingness to work a flexible schedule involving working evenings, weekends and holidays, as assigned. (Required by some positions)
- At least 18 years old by time of hire.

PREPARED BY: A. Beatty
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4/17

REVIEWED BY: _____
Ted Carlson, Public Works Director

REVIEWED BY: _____

Leslie Bryson , Parks & Recreation Director