



CITY OF RICHLAND

CLASSIFICATION TITLE: CONSTRUCTION & MAINTENANCE WORKER I	JOB #: 3044	AFFILIATION: Affiliated (IUOE)
REPORTS TO: PARKS & PUBLIC FACILITIES SUPERVISOR OR DESIGNEE	PAY GRADE: N/A	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under the direction of the assigned supervisor or designee, performs a variety of tasks in the construction and maintenance of City parks, grounds and facilities; assists in all work of a Construction & Maintenance Worker II and performs essential job functions of the laborer position. Subject to after hours and weekend work as assigned.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Reports job status, field, facility and equipment conditions, and observed safety issues to the supervisor or assigned designee.
- Operates tractors, forklifts, trenchers, chainsaw, chipper, bobcat/skid steer, front end loader, ride on roller, JLG lift and other equipment necessary to complete essential job functions.
- Willingness to stay current in the field and learn on the job training for other specialties.
- Assists Construction & Maintenance Worker II in their essential job functions.
- Performs construction and maintenance of City parks, grounds and facilities such as, turf placement, top dressing, and fertilizing using large equipment; irrigation maintenance such as cleaning filters, repairing broken heads, broken lines up to 4" and manually operate controller for sprinkler performance checks; concrete forming and placing; cuts down trees from ground level and plants trees as assigned; assembles and installs office furniture and accessories.
- Performs essential job functions of the Laborer I and other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Equipment, procedures and practices involved in grounds, landscape and building construction and maintenance.
- Turf and plant care management best practices, to include irrigation systems.
- Proper tools and equipment required for performance of assigned duties.
- Applicable health and safety policy, procedures and practices.

Skills and Abilities to:

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Follow oral and written instructions.
- Follow health and safety regulations.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing.
- Organize and complete a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction and meet deadlines.
- Exercise technical and functional direction over assigned staff in preceding levels, and provide on the job training as needed.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations, streamline work processes and work cooperatively and jointly to provide quality customer service.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent.
- Two years (2) years of experience in the construction and maintenance of parks, grounds and facilities to include one (1) year of generalist experience in one of the following specialty areas: Arborist, Carpentry, Irrigation, Plumbing & Mechanical and Pesticide/Herbicide as defined in the Construction & Maintenance Worker II job description (with exception of required certifications).
- Or an equivalent combination of education, training and experience that would provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid driver's license upon hire date.

COMPETENCIES:**Foundational**

- **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- **Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- **Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

WORKING CONDITIONS:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

- Typically performed in the field, which requires travel daily from site to site.
- The position involves work outdoors on a year round basis and is subject to extreme weather conditions.
- May be exposed to hazardous waste, including blood-borne pathogens, bio-wastes, insects, animals and other exterior hazards.
- This position requires work in construction sites, which may be dirty and strewn with construction debris.

- The noise level in the work environment is moderate to loud.
- Will be exposed to moving mechanical parts and vehicles.

Physical Demands:





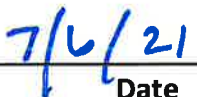
- Must be able to regularly and punctually attend work at the office or other assigned locations.
- Interact with the public in a variety of situations including hostile and difficult encounters.
- Operate a motorized vehicle, including inclement weather conditions.
- Operate standard equipment for essential job functions and assigned tasks.
- Sit, stand, walk, bend, reach with arms and hands at or above shoulders, kneel and stretch, occasionally crawling in tight spaces, as well as the ability to climb ladders and stairs, ride on platform hoists.
- Lift, push, carry and pull materials and objects weighing up to 50 lbs. on a routine basis and up to 90 lbs. as needed using proper lifting techniques.
- Manual dexterity of hands and fingers to include repetitive grasping and reaching.
- Good vision to read print and a computer screen.
- Hear and speak to communicate in person and over the phone.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.

AUTHORIZATIONS: (For Archive)

	
Human Resources Manager	Date
	
Department Director	Date
	
City Manager or Authorized Designee	Date