

# METRO

## Classification Description

<b>Title:</b>	Maintenance Worker 1	<b>Bargaining Unit:</b> LIUNA 483
<b>Class Numbers:</b>	0445/4445	<b>Established:</b> 9/94
<b>Pay Grades:</b>	340/450	<b>Revised:</b> 12/2005; 9/3/2009
<b>FLSA Status:</b>	Non-Exempt	<b>EEO Category:</b> Service/Maintenance

### CLASSIFICATION DESCRIPTION

Perform maintenance, construction and operator jobs involving developing skills in mechanic, carpentry, painting, and plumbing, and the operation of equipment. Employees in this classification may be assigned to repair and/or rebuild railroad track on a seasonal basis for the Zoo railroad, or service automotive equipment, or assist Maintenance 2s or 3s on Zoo projects. Duties may require prolonged strenuous efforts in hazardous locations, contaminated areas, enclosed spaces, at heights, under inclement weather and other adverse conditions.

### DISTINGUISHING FEATURES

This is the first level of a three level maintenance worker progression and focuses on skill development and day-to-day maintenance, operation, and construction. Level 2 focuses on journey level multi-skill responsibilities and specialty related functions. It is distinguished from level 3 which is responsible for complex, critical multi-specialty, multi-trade functions at the Zoo Railroad.

### DUTIES AND RESPONSIBILITIES

*Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.*

1. Prepares surfaces for painting; paints exhibits, restrooms, offices, and animal holding areas.
2. Operates equipment necessary for completing essential job duties including but not limited to: forklift, tamping equipment, jackhammer, Promark, garbage truck, 10-yard dump truck, airless spraying and compressor power equipment, and cement mixer as well as hand tools.
3. Replaces or repairs faucets, sinks, and pipes; may make repairs to minor water lines.
4. Frames walls with door and windows; construct animal boxes, animal furniture from related drawings or duplications of existing items.
5. Repairs roofs and gutters as needed.
7. Moves sand, gravel, and snow using front-end loader.
8. Assists Maintenance Workers on fleet, railroad, building or other maintenance duties and helps on zoo maintenance specialty duties such as building cages and crates, fabricating tools for animal lifting, or working jobs in public walkways or animal exhibit locations.
9. May occasionally perform custodial duties such as replacing light bulbs and tubes.
10. Prepares preventative maintenance duties such as drainage systems and debris clearance; restoration of existing rail and road bed; repair and/or rebuild new rail and ties for roadbed, cleaning aquatic life support systems, or servicing fleet vehicles and equipment.
11. Compiles data for reports.

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12. Assists the public, public officials and other employees in a professional and courteous manner.
13. Develops safe work habits and contributes to the safety of self and co-workers.
14. Contributes to a positive team atmosphere.
15. Has regular and punctual attendance.
16. Performs assigned duties during an emergency situation.
17. Other duties as assigned.

### **JOB SPECIFICATIONS**

*(These are any combination of education and experience that has provided knowledge, skills and abilities to perform the duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)*

### **Job Preparation**

#### **Education and Work Experience**

- High School or GED and one year of experience in performing broad building and mechanical maintenance tasks to demonstrate an ability to solve problems, work as part of a team or independently, and read instructions and specifications related to the actual work performed or any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities.

#### **Knowledge, Skills and Abilities**

- A broad range of building maintenance and construction methods and practices associated with automotive service, carpentry, plumbing, and painting trades
- Occupational hazards involved and the safety precautions necessary in the area of work assignment
- Use hand tools and power tools applicable to the work
- Operate automotive vehicles
- Operate spike driver and tamping equipment for positions assigned to railroad track building and repair
- Perform the essential functions of the position including heavy manual labor for extended periods, often under inclement weather conditions, and lifting up to 50 pounds
- Understand and follow oral and written instructions
- Be meticulous in the cleanup of work areas within animal exhibit areas, to work around exotic and sometimes dangerous animals, and to react quickly to hazardous conditions
- Establish and maintain effective working relationships with other employees
- Estimate and order materials necessary to complete assignments
- Apply Federal, State, and local policies, procedures, laws and regulations for respective field
- Use discretion with confidential and sensitive matters

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- Provide excellent customer service by meeting the needs and interacting with employees, volunteers, vendors, the public, and others encountered during the course of work in a courteous and professional manner
- Establish and maintain cooperative working relationships with employees, volunteers, vendors, and others encountered during the course of work
- Work in a safe manner and follow Metro safety policies, practices, and procedures
- Perform the assigned duties of the position
- Develop skills in operating a personal computer and software, radios, and cell phones
- Develop skills in guest services communications and providing information about projects and plans as well as providing directions to Zoo locations

### Special Requirements

- Successfully pass the background checks and screening requirements of the organization
- Possession of, or the ability to obtain upon hire, and maintain a valid driver's license and First Aid/CPR Certification, and such other certifications and licenses as may be required

### Tools and Equipment Used

- All standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word-processing and spreadsheets
- Hand tools and power tools applicable to the work
- Automotive vehicles
- Cell phone and/or radio

### Supervision

- Supervision is received from a supervisor or manager with lead direction from maintenance crew members or leads

### Work Environment

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

- Duties may require prolonged strenuous efforts in hazardous locations, contaminated areas, enclosed spaces, at heights, under inclement weather and other adverse conditions

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