

# 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; 2/2022
<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, plumbing and the operation of equipment. Employees in this classification may be assigned to repair infrastructure, perform simple new construction, perform routine and reactionary maintenance, or assist others on maintenance 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. As an entry level position the work done is limited in scope and often supervised by another employee. 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 across Metro's parks or zoo portfolio.

### 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.*

General maintenance functions for all Maintenance Worker I positions:

1. Operates equipment as needed for completing essential job duties including but not limited to: forklift, tractor, backhoe, skid steer and all implements, tamping equipment, jackhammer, garbage truck, dump truck, service crane truck, mowers, compactors, airless spraying and compressor power equipment, cement mixer, pressure washer, chainsaw, various power tools as well as hand tools.
2. Prepares surfaces for painting, paints and stains projects as needed.
3. Replaces or repairs faucets, sinks, pipes, drinking fountains and makes repairs to water lines.
4. Compiles data for reports.
5. Contributes to a positive team atmosphere.

It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.
2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
  - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.

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- Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.
  - Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
  - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
  - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
  - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
  - Works in a safe manner and follows safety policies, practices and procedures.
  - Complies with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.
3. Performs assigned duties during an emergency situation.
  4. Performs other duties as assigned.

#### Specific responsibilities for positions assigned to **Parks and Nature**:

1. Utilizes CMMS (Computer Maintenance Management System) for daily work. This includes checking the system daily for work orders, creating new requests, completing work orders, documenting all necessary information and updating asset records.
2. Performs routine water testing, and preventative maintenance on public drinking water systems.
3. Assists park staff and Arborist with storm cleanup and hazard mitigation in parks and cemeteries.
4. Performs routine and reactive maintenance on park equipment and fleet. This includes working with service contractors to schedule major services on equipment and fleet.
5. Maintains park infrastructure through preventative maintenance and reactive maintenance tasks. Infrastructure includes but is not limited to buildings, park systems, sewer/septic systems, water systems, marine facilities, fencing and bollards, drainage systems, parking lots, service roads, bridges and other walkway structures including trails, manufactured and natural playgrounds, fueling stations, and splash pads.
6. Coordinates with service contractors to schedule reactive repairs and routine maintenance on park systems and infrastructure.
7. Performs routine inspections on park infrastructure such as water systems, bridges, board walks, docks and gangways.
8. Performs building pest control by setting traps and ensuring building access points are closed off from wildlife.
9. Maintains stock of necessary parts and supplies.
10. Performs a variety of skilled trade work such as carpentry, plumbing, welding, masonry, and mechanical repair.

#### Specific responsibilities for positions assigned to the **Zoo**:

1. Assists staff 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

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lifting, or working jobs in public walkways or animal exhibit locations.

2. Drives locally to procure needed parts and supplies.
3. May be assigned to assist with repair and/or rebuild railroad track on a seasonal basis for the Zoo railroad, or service automotive equipment.
4. Constructs animal boxes, animal furniture from related drawings or duplications of existing items.
5. Repairs roofs and gutters as needed.
6. Performs duties such as replacing light bulbs and tubes.
7. Performs preventative maintenance duties such as cleaning 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.

### JOB SPECIFICATIONS

#### Education/Licensing 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.

#### Special Requirements:

Upon hire:

- Possession of a valid driver's license

Within 6 months of hire:

- First Aid/CPR Certification, and such other certifications and licenses as may be required
- Possess all certifications necessary for safe operation of equipment

If assigned to **Parks and Nature**, within 6 months of hire:

- Small water system operator certification
- AFO (Aquatic Facility Operator) certification

#### 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.
- Perform the essential functions and responsibilities 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 clean-up of work areas and projects
- Establish and maintain effective working relationships with other employees.

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- Knowledge of and ability to use a computer, relevant software, radios and cell phones
- Apply Federal, State, and local policies, procedures, laws and regulations for respective field.
- Use discretion with confidential and sensitive matters.
- 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.
- Use hand tools and power tools applicable to the work
- Operate automotive vehicles
- Estimate and order materials necessary to complete assignments
- Develop knowledge, skills, and abilities and to obtain and maintain certifications and licenses
- Perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.

Successfully pass the background check and screening requirements required for the position

If assigned to **Parks and Nature**:

- Fulfill Parks and Nature's core values of integrity and respect, seeking the best way, creating connections and stewardship
- Operate tractors, backhoes, skid steers and implements as needed

If assigned to the **Zoo**:

- Operate spike driver and tamping equipment for positions assigned to railroad track building and repair
- Develop skills in guest services communications and providing information about projects and plans as well as providing directions to Zoo locations
- Fulfill the Zoos' core values of integrity and respect, seeking the best way, creating connections and stewardship

#### **SUPERVISION RECEIVED:**

- Supervision is received from the Maintenance Supervisor. Receives day to day direction from the Maintenance Lead, Maintenance Worker 2s or 3s

#### **SUPERVISION EXERCISED:**

- None

#### **TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING**

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

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### **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

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.*