



**CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION**

Municipal Services Worker

FLSA Status : Non-Exempt
Bargaining Unit : Teamsters
Salary Grade : TE1

CLASS SUMMARY:

The Municipal Services Worker is the first level in a three level Maintenance and Operations Series. Depending upon assignment, incumbents are responsible for right-of-way repair and maintenance, operation of heavy equipment, parks and grounds cultivation and/or maintenance, and building and property maintenance. Incumbents will provide training, guidance and oversight to seasonal workers and new hires within their classification.

Incumbents assigned to the Parks Division mow, edge, prune and plant vegetation, monitor pool chemicals and treat pool water, maintain and repair irrigation systems, apply chemicals, complete equipment inspections and routine repairs, and ground and building maintenance.

Incumbents assigned to the Property Management Division maintain, paint, clean and repair City property, handle minor plumbing and electrical repairs, graffiti removal, and oversee contracted activities.

The Municipal Services Worker is distinguished from the Municipal Services Specialist by its focus on routine, semi-skilled to skilled maintenance/repair duties.

CORE COMPETENCIES:

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
- ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
- ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.

*Employees of the City of Grants Pass uphold the values of
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

ESSENTIAL CLASS DUTIES: These duties are a representative sample; position assignments may vary.

All Divisions:

- Maintains job site safety in compliance with City policies and OSHA requirements.
- Safely operates a variety of handheld power equipment such as an edger, hedge sheers, string trimmers, blowers, sprayers, drills, and chainsaws. Depending upon assignment, may also operate a table saw, chop saw, band saw, drill press, grinder, and/or sander.
- Utilizes a variety of hand tools such as shovels, rakes, clippers, ladders, and grease guns.
- Inspects and performs routine and minor maintenance of landscape equipment and tools.
- Maintains and repairs irrigation systems, changes sprinkler heads, adjusts timers based on season, and purchases necessary supplies.
- Delivers professional and courteous customer service when responding to customer service requests, questions and complaints.
- Responds to emergency calls, including after-hour response, and citizen complaints.
- Completes training necessary to obtain and maintain required certifications.
- Coordinates and monitors the work completed by contractors, contract labor and seasonal employees to ensure work is completed in compliance with regulations and City policies, and reports issues to supervisor.
- Performs other duties of a similar nature or level.

Parks Division:

- Inspects and evaluates the condition of parks, sports fields, trails, playgrounds, pond, restrooms and other parks facilities, and generates a work list based on repair and maintenance priorities.
- Maintains and repairs park lawns, landscape beds, and sports fields, mows, edges and fertilizes grass and landscape areas.
- Applies pre and post emergent herbicides and fertilizers in conformance with MSDS standards.
- Inspects and maintains chip trails and walking paths to ensure trip hazards are identified and removed and trails are in proper and good condition.
- Repairs and replaces playground equipment, locks, door hardware, signage, and other equipment of a similar nature.
- Inspects, maintains and repairs facility drinking fountains, sinks, and toilets.
- Performs basic semi-skilled building maintenance and repairs such as painting, graffiti removal, general plumbing and carpentry, and obtains quotes for repair costs when needed.
- Installs, maintains, repairs, secures and opens facility locks and adjusts mechanical lock systems.

- Installs temporary fencing and performs minor fence repair.
- Inspects, diagnoses problems, adjusts and repairs irrigation heads and the river pump as needed.
- Inspects, maintains and repairs park and court lights
- Inspects, cleans and maintains City pool, operates pumps and related equipment, clears filters, tests and monitors water quality, calibrates and adjusts chemical delivery, verifies testing compliance, maintains records, and ensures a sufficient inventory of chemicals.
- Inspects, cleans and maintains the pond, aerators, docks and similar features.
- Safely operates a motor vehicle, golf cart, tractor, backhoe, forklift, and lawn mower.
- Prepares park facilities for large group events and meets with coordinators to plan for extra amenities.
- Orders supplies to maintain sufficient inventory, locates vendors, and maintains supply lists.
- Performs general custodial duties in Parks facilities.
- Contacts contractors and service providers to obtain estimates, seek advice, and arrange repairs.

Property Management Division:

- Prepares and modifies weekly work schedule based on coordination with contractors and task priorities.
- Installs, maintains and repairs lighting, drinking fountains, doors, office furniture, fences, security cameras, and other equipment of a similar nature.
- Performs basic semi-skilled building maintenance and repairs such as painting, general plumbing and carpentry, and obtains quotes for repair costs when needed.
- Inspects, maintains and repairs street lights, cleans downtown parking lots and tree grates, removes graffiti and empties trash cans,
- Performs general custodial duties and hauls recyclables.
- Performs safety inspections, makes corrections and repairs where necessary.
- Conducts research, orders supplies to maintain sufficient inventory, locates vendors, and maintains records.
- Arranges meeting rooms for various needs, resolves site issues, and corresponds with event planner.

Training and Experience (positions in this class typically require):

A High School diploma or equivalent with 1 year of related specialized or technical training preferred,

and 1 year of related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Valid Oregon Driver's License – Class C
- Forklift Certificate within 12 months of appointment

Parks Division

- Pool Operator Certificate may be required
- Pesticide Applicator License within 18 months of appointment

Incumbents may be required to obtain CPR, Competent Person, and/or Confined Space Entrant, Attendant and/or Supervisor Certification.

Incumbents must be in possession of or have the ability to obtain any certification or license required by City, State or Federal agencies to work in assigned position.

Knowledge (depending upon assignment, positions in this class typically require):

Knowledge of:

- Safe use of a large variety of hand and power tools;
 - Safe operation of various light, medium and heavy equipment;
 - Safety practices and OSHA standards;
 - Utility, buildings and/or ground maintenance principles and practices;
 - Irrigation systems;
 - Ground maintenance and landscaping practices and principles;
 - Plant health and disease sufficient to maintain a healthy park environment;
 - Vegetation maintenance and management;
 - Basic pool operation, cleaning and maintenance;
 - Basic playground safety practices and regulations;
 - Basic woodworking and plumbing practices;
 - Personal computers and related software programs;
 - Applicable City policies and ordinances; and,
 - Applicable Federal, State, and local laws, rules and regulations.
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Skills (depending upon assignment, positions in this class typically require):

Skill in:

- Providing professional and courteous customer service;
- Properly using personal protective equipment;
- Safely operating a motor vehicle;
- Basic computer operation and related software programs;
- Troubleshooting, diagnosing, and repairing minor equipment issues;
- Working independently and as part of a work team;
- Understanding and following oral and written instructions and retaining information sufficient to perform a variety of tasks.
- Safely operating a forklift and heavy equipment;
- Safely operating ground and landscape equipment;
- Basic application of paint on a variety of surfaces;
- Safe handling and application of herbicides;

- Installation and repair of irrigation systems; and,
 - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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Physical Requirements:

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Incumbents may be subjected to mechanical parts, electrical currents, vibration, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions, intense noise and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime and perform standby duties.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council July 2, 2008, Resolution No. 5379
Revised July 7, 2010, July 1, 2014, June 22, 2018, May 28, 2021