

PUBLIC UTILITY DISTRICT NO. 1 OF
GRAYS HARBOR COUNTY, WASHINGTON

POSITION TITLE: Facilities Maintenance Worker Level I - IV

PURPOSE OF POSITION: Perform a wide variety of general maintenance functions, including installing, constructing, maintaining and repairing operating plant, buildings, fences, pole yards as directed.

REPORTS TO: Chief Information Officer
Fleet/Facilities Maintenance Supervisor
Facilities Maintenance Foreman

SUPERVISES: May give work direction to helpers as assigned.

UNION AFFILIATION I.B.E.W., "A" group

DUTIES AND RESPONSIBILITIES

As a condition of continued employment in this classification incumbents must successfully complete annual District provided training as required under the Washington Industrial Safety & Health Act and OSHA.

A) Facilities Maintenance

- 1) Perform general facilities maintenance, including, but not limited to:
 - a) Install, repair, or replace low voltage wiring for general facilities electrical and lighting.
 - b) Install, repair or replace routine plumbing and/or plumbing fixtures.
 - c) Perform general maintenance on HVAC equipment.
 - d) Perform general carpentry work.
 - e) Perform general landscape work.
- 2) Install, repair or replace office equipment/materials.
- 3) Perform interior and exterior painting.
- 4) Perform tool repair.
- 5) Maintain all District facilities keeping them secure, clean and orderly.
- 6) Help develop procedures for maintenance of operating facilities apparatus.
- 7) Other related tasks as assigned.

B) Safety

- 1) Conduct job site inspection to assure safe working conditions and practices.
- 2) Assure that projects meet the requirements of the District and comply with Local, State and Federal codes, ordinances and regulations.
- 3) Insure that equipment, materials and tools are used properly and are in good working order.
- 4) Insure that helpers are trained in and use proper safety equipment at all times.
- 5) Conduct a visual inspection of assigned vehicle prior to daily operation. Report all required maintenance to the Facilities Department as soon as possible after being observed.

- 6) Observe all motor vehicle laws and assure the safe operation of District vehicles. Attend Defensive Driving training sponsored by the District.
- 7) Assist in emergency situations as needed.

C) Miscellaneous Duties

- 1) May be required to work overtime.
- 2) May be required to drive and/or operate equipment.
- 3) Participate in traffic control (flagging).

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES

Must have working knowledge of maintenance construction practices and standards, plumbing, heating systems, and electrical work.

Ability to perform work safely under hazardous conditions.

Demonstrated ability to problem solve.

Must be able to read, interpret, revise and work from blueprints.

Must have good communications skills and the ability to direct the work of helpers and to work cooperatively with all levels of District personnel, contractors, other utilities and customers.

Must have the ability to work alone maintaining facilities, troubleshooting and resolving problems within the general plant.

Must be knowledgeable of the tools and materials commonly used in general facilities maintenance.

Knowledge of necessary safety precautions used in working on low-voltage electrical circuits.

Knowledge of applicable laws, codes, and accepted safety practices.

Ability to follow and understand oral and written instructions with little or no supervision.

Ability to operate various equipment and machinery.

Ability to be punctual and dependable in attendance.

EDUCATION AND EXPERIENCE

High school graduate or equivalent.

Any combination of experience, on the job training or vocational training equal to three (3) years experience in general maintenance with demonstrated proficiencies in any two (2) of the following distinct areas: electrical, plumbing, carpentry, HVAC, welding, or landscaping.

Advancement to a subsequent pay Level can be accomplished with an additional six (6) months of experience plus demonstrated proficiency in one additional defined distinct area and recommendation of the Facilities Foreman, Facilities Supervisor, and Chief Information Officer.

Incumbent will be eligible to advance to Level III with an additional six (6) months experience and demonstrated proficiency in three (3) of the defined areas.

Incumbent will be eligible to advance to Level II with an additional six (6) months experience and demonstrated proficiency in four (4) of the defined areas.

Incumbent will be eligible to advance to Level I with an additional six (6) months experience and demonstrated proficiency in four (4) defined areas.

Review for potential early advancement may occur at any time. If the incumbent is not approved for early advancement or advancement at the above described 6-month intervals, the incumbent will be provided a description of the areas requiring improvement and may be given a performance improvement plan.

OTHER REQUIREMENTS

- Must possess or obtain and maintain a valid Washington State Driver's license and a Commercial Driver's License, Class A. Must qualify for the District's auto liability insurance.
- Must have a valid First Aid/CPR card or obtain within the first six (6)-months of employment.
- Must have a valid Washington State Flagging and Traffic Control card or obtain within the first six (6)-months of employment.
- Must have a valid Forklift Operators card or obtain within the first 30 days of employment.
- Able to respond to overtime requests.

WORKING CONDITIONS

Work is performed in an indoor and outdoor setting, in all weather conditions, including temperature extremes; during daylight hours and at night; and on various types of terrain.

Individual may regularly be exposed to conditions and hazards from obstacles, working from ladders, and from falling objects. Individual may be exposed to hazards associated with construction job sites. Individual may occasionally be exposed to conditions and hazards from voltage (600 volts or less), chemicals and fertilizers, excavations, open or flowing water, and moving equipment. Operation of a motor vehicle occurs on various road conditions, including hazardous situations due to weather conditions.

PHYSICAL ACTIVITIES (Subject to change with results of a professional job task analysis)

The incumbent often performs duties working above shoulder level and in awkward positions.

Individual must regularly lift, push, pull, hoist, and carry heavy objects, weighing up to fifty (50) pounds. Individual may work in tight spaces such as attics, crawl spaces or excavations; digging will be performed frequently. Manual dexterity is required to work with safety equipment and tools. Hand-eye coordination is necessary to operate a motor vehicle, machinery and various equipment. The use of two-way radios, cellular telephones or other communication devices is required.

Individual occasionally may lift, push, pull, hoist, and carry object weighing up to one-hundred (100) pounds (non-essential).