



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Maintenance Worker

STATUS: Non-exempt / Union - IBEW

REPORTS TO: Energy and Conservation Services Manager

RANGE: Contract

POSITION SUMMARY: The Maintenance Worker position primarily performs general building maintenance/repair and landscape maintenance. Assignments involve numerous trades and skills, such as rough and finished carpentry, plumbing and minor electrical and painting. Assignments are varied and are received in the form of oral or written work orders and may be accompanied by sketches, penciled layouts or blueprints. Work is performed independently: employee is responsible for determining appropriate work methods, tools and materials for most assignments; or with other trades that requires coordination and cooperation. Performs other duties as assigned.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Performs skilled work in the maintenance, repair, alteration, and remodeling of buildings, offices, or other SUB facilities.
5. Paints a variety of surfaces both inside and outside of buildings with brushes, spray guns and rollers.
6. Assists in the oversight of on-going maintenance and repair of office buildings and related facilities. Reports to manager on needed repairs and maintenance issues.
7. Demonstrates continuous effort to improve operations, decrease turnaround times and streamline work processes. Works cooperatively and jointly with other departments.
8. Ensures the day-to-day management of building and grounds maintenance tasks are performed as scheduled and/or assigned.
9. Works closely with supervisor to ensure that projects, deadlines and priorities are communicated and scheduled to meet company needs.
10. Establishes and maintains effective customer relations. Responds to co-workers and customers in a professional and courteous manner.

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11. Works as an efficient and effective member of a team in order to meet the departmental goals.
12. Effectively manages time on a regular basis to successfully carry out all responsibilities, including special assignments and projects.
13. Makes routine electrical repairs such as replacing motors, fans, lighting fixtures, ballasts, outlets, switches and appliances.
14. Maintains plumbing fixtures and replaces as needed.
15. Performs a variety of landscaping services including: planting, pruning, weeding, applying bark mulch, sweeping/blowing lots, cleaning up trash and leaves.
16. Cleans equipment and work area.
17. Sets up and maintains boardroom for meetings.
18. Organizes and help purges company files in record storage building.
19. Plans and maintains a schedule of daily assignments.
20. Establishes priorities for own workload based upon such factors as need for immediate action, work objectives, work schedule, knowledge of future needs, etc.
21. Performs all job functions in a safe manner.
22. Maintains valid Oregon driver's license and good driving and safety record.

Marginal Functions

None

Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.

Attributes

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance

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- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

OTHERS SUPERVISED

- None

MINIMUM QUALIFICATIONS

Experience

- Minimum of three years commercial building maintenance and/or repair work experience with basic proficiency in each of the following areas: carpentry, plumbing, electrical and painting
- Must have a minimum of one year landscaping experience

Knowledge, Skills & Abilities

- Repairing, cleaning and maintaining commercial buildings and grounds
- Use good judgment to solve a variety of maintenance problems
- Proficiency in the proper and safe use and maintenance of tools and equipment
- Good interpersonal and communication skills
- Basic math skills and legible handwriting
- Basic knowledge of Microsoft Outlook and Word software desired
- Ability to organize and accomplish workload without direct supervision
- Ability to organize, store, move and maintain materials and supplies
- Ability to work compatibly with internal/external customers and represents SUB in a manner conducive to good public relations

Education

- High school diploma or equivalent

PHYSICAL AND MENTAL REQUIREMENTS

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times while working in the field, around traffic/heavy equipment and in inclement climatic conditions.

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- **ABILITY TO DEAL WITH STRESS:** Makes decisions quickly and calmly when working in the field, in confined spaces, or near equipment. Interacts well with co-workers. Ability to cope with dogs and access problems.
- **VISION:**
 - Far Visual Acuity:** Sees adequately to drive a vehicle.
 - Peripheral Vision:** Maintains full field of vision in all directions to assess proximity to construction hazards, holes, traffic, co-workers and movements of equipment.
 - Color Vision:** Judges red, green and yellow traffic lights adequately to drive vehicles on highways.
 - Depth Perception:** Judges depth very accurately to: (1) work near edges of elevated structures and (2) assess equipment in traffic or other confined spaces.
- **HEARING:** Hears spoken conversation well while working in the field despite heavy background noise from traffic, equipment, rain or wind.
- **SPEECH:** Speaks loudly and clearly enough to be accurately understood when in the field.
- **STANDING:** The worker may actually be on their feet two hours at one time, but maneuvers around the work site at intervals.
- **SITTING:** Worker sits on bench-style pickup seat one-half hour maximum at one time while driving to various job sites.
- **WORKER MOBILITY:** Can change position frequently. Requires bending and/or twisting and/or lifting. Often times on knees and bent over working.
- **WALKING:** Total walking per shift varies according to assignments. Walking occurs on rugs, hard floors, concrete, asphalt, landscaping and construction sites. Walking may occur in slippery conditions, in mud, on rock, and on uneven ground.
- **LIFTING/CARRYING:** Lifts 21-50 lbs. frequently.
- **PUSHING/PULLING:** Pushing/pulling to open and close gates. Pushing/pulling is often done in bent over position.
- **REACHING/BENDING/HANDLING:** Occasionally in bent over position. Often stands on one leg and/or in awkward positions.
- **TWISTING:** Occasionally rotates head fully to both sides to observe equipment while maintaining body in awkward position. Some twisting is required when lifting items. Occasionally works in awkward positions.
- **CLIMBING:** Climbs stairs at various site(s) for business and breaks. Occasionally climbs ladders.

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- **ENVIRONMENTAL FACTORS:** Performs a variety of strenuous tasks outside with temperatures varying from below zero to over 100 degrees, sometimes in rainy, windy, snowy or icy conditions. Exposed to noise from traffic construction, and heavy equipment near construction sites. Exposed to numerous types of pollen, depending on location, season or climatic conditions. Bee/wasp stings, animal bites or poison oak may also occur.

Revised: June 1, 2016