



CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

MAYOR'S OFFICE

Phone: 610-865-7100
Fax: 610-865-7257
TDD: 610-865-7257
www.bethlehem-pa.gov
bobdonchez10@gmail.com

Robert J. Donchez
Mayor

From: Robert J. Donchez, Mayor
To: President Reynolds
Date: April 13, 2015
Re: Open Positions

I would appreciate it, if this would be placed on the April 21, 2015 agenda.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert J. Donchez". The signature is stylized and written over a large, light-colored circular mark.

Robert J. Donchez
Mayor

Cc: Patrick Fligge
Ralph Carp
City Council
William Leeson

had the book

CITY OF BETHLEHEM
Inter-Departmental Correspondence
Office of Parks and Public Property

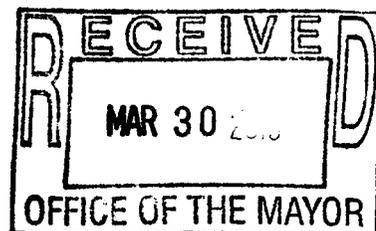
To: Mayor Donchez
From: Ralph Carp *RC*
Subject: Open Position – Buildings Bureau
Date: 3-30-15

With promotion of a Buildings Bureau employee to a Maintenance Worker III position, I have a vacancy of a Maintenance Worker I position. This position is approved in the 2015 Budget at a salary of \$41,565 and it warrants filling.

The vacancies, if not filled will hamper buildings maintenance work and pool preparation/operations. A copy of the job description is attached for your reference. I thank you in advance of your support of this request.

Please contact me if you need any further information.

Cc: Copy to file



MAINTENANCE WORKER I

GENERAL STATEMENT OF DUTIES: Performs routine and some semi-skilled tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is the beginning level class in the Maintenance Worker series of classes. While some previous experience is desirable, the tasks to be performed may be learned on the job. Some distinguishing requirements would include operation of dump truck, light tractor with mower attachment or similar equipment on a production basis. A Maintenance Worker I should possess sufficient knowledge of the methods, tools and equipment of the department and/or division to which assigned.

EXAMPLES OF WORK: (Illustrative Only)

Operates dump truck, flat bed truck or other vehicle in hauling gravel, cement, brush or other materials involved in the maintenance of streets, sanitary sewers, storm sewers, water distribution system, parks or golf course;

Operates a light tractor with gang or sickle bar mower attachment, roller or comparable attachment;

Spreads and rakes gravel or asphalt in the patching and resurfacing of streets;

Blows out cracks in pavement, mixes slurry seal materials in cement mixer and applies to cracked surface;

Operates power tools such as air compressors, jack hammers, tapping machines, and painting and spraying equipment;

Repairs sewer lines which involves inspecting sewers for obstructions, digging trenches, bracing lines, and flushing, rodding and maintaining catch basins;

Prunes, sprays, feeds and fertilizes, stakes, and otherwise cares for trees and shrubs in park and watershed areas and along City streets;

As a trainee or on a temporary or intermittent assignment, performs some of the duties of a Maintenance Worker II;

When not working as a Maintenance Worker I, performs same duties as a Laborer;

Performs sanitary and security patrol tasks in watershed;

Loads, unloads stone, gravel, dirt, asphalt, pipe, timer and heavy mechanical equipment;

Patches streets by shoveling mix off trucks, placing in excavation and tamping;

Performs a variety of other heavy manual work in connection with the maintenance and construction of sidewalks, streets, sewers, water mains and parks.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Some knowledge of work practices governing the maintenance and construction of municipal facilities, such as streets, sewers, water lines and parks; ability to operate a dump truck or like motor vehicle requiring comparable skills; demonstrated ability to operate pneumatic and power tools; ability to lift heavy article; ability to understand simple oral instructions; ability to read and write.

ACCEPTABLE EXPERIENCE AND TRAINING: Some construction or maintenance experience at level of Laborer or above and education equivalent to completion of 12th school grade or any equivalent combination of experience and training which provides required knowledges and abilities.

ADDITIONAL REQUIREMENTS: Possession of valid Pennsylvania motor vehicle operator's license with proper CDL.

Parks & Public Property Department
Building Maintenance Bureau
Maintenance Worker I

SPECIAL REQUIREMENTS

Valid Pennsylvania Driver's License

Class B CDL License Required, Class A is preferred.

If candidate has no CDL – must apply for CDL permit by end of the third week, and pass the CDL test by end of six months.

Candidate should possess some knowledge of the following:

- **Ability to perform heavy labor.**
- **Buildings Maintenance**
- **Painting**
- **Plumbing**
- **Woodworking**
- **Heating and Boilers**
- **Repairs to Equipment you use or operate.**
- **Ability to take direction and perform work assignments effectively.**