



CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

MAYOR'S OFFICE

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Robert J. Donchez
Mayor

From: Robert J. Donchez, Mayor
To: President Reynolds
Date: August 7, 2015
Re: Open Positions

I would appreciate it, if the filling of the vacancy of a Maintenance Worker 1 position would be placed on the August 18, 2015 agenda for consideration and approval. The Maintenance Worker 1 position, is a full time position, and the salary has been budgeted for 2015. Attached is the job description.

Thank you for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Robert J. Donchez".

Robert J. Donchez
Mayor

Attachment

Cc: W. A. Karras
Ralph Carp
City Council
William Leeson
D. Brong
M. Cichocki

CITY OF BETHLEHEM
INTER-DEPARTMENTAL CORRESPONDENCE

SUBJECT: JOB VACANCY—PARKS MAINTENANCE
TO: MAYOR DONCHEZ
FROM: RALPH E. CARP, DIRECTOR OF PARKS/PUBLIC PROPERTY
DATE: 3 AUGUST 2015

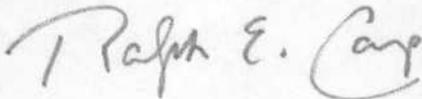
Mayor,

With promotions within the Parks Maintenance Bureau, I will have a Maintenance Worker I vacancy in the Parks Maintenance Bureau. The Maintenance Worker I position is **approved in the 2015 budget** at a salary of \$34,574.75 **and warrants filling**. This vacancy, if not filled, will hamper the already challenged Parks Maintenance Bureau.

A copy of the job description is attached for your reference. I thank you in advance for your support of this request.

Please contact me should you need any further information.

Thank you



Ralph E. Carp
Director of Parks and Public Property

Attached: Maintenance Worker I Job Description

Copy to: File
S. Dobson



CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

HUMAN RESOURCES

HR Phone: 610-865-7015

JOB DESCRIPTION

Job Title: Maintenance Worker I

Bureau: **Department:** Parks and Public Property

Reports to: **Union Status:**

Exempt/Non-Exempt: Non-Exempt **Compensation:** 80 Hrs. /260 Days/8 Hrs.
/Day

Position Summary: 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.

Qualifications: 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 knowledge's and abilities.

Essential Functions: 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.

Other Duties: Performs a variety of other heavy manual work in connection with the maintenance and construction of sidewalks, streets, sewers, water mains and parks.
During winter months will be required to work various shifts.

Physical Requirements:

Working Conditions:

Safety Sensitive Requirements:

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

Revised: 6/19/2012

RESOLUTION NO. 2015 -

WHEREAS, Resolution No. 2014-270 adopted December 16, 2014 imposed a freeze on all hires for all departments except Police, Fire and EMS and those positions required to be filled by contract, effective until December 31, 2015, and that any current open positions or any that become open will remain unfilled unless City Council approval is received.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Bethlehem that, in accordance with the provisions of Resolution No. 2014-270 adopted December 16, 2014, the following position is hereby approved to be filled:

Maintenance Worker I – Parks Maintenance Bureau
Parks and Public Property

Sponsored by: (s) _____

(s) _____

ADOPTED BY COUNCIL THIS DAY OF

(s) _____
President of Council

ATTEST:

(s) _____
City Clerk