



# CITY OF EAST WENATCHEE

## Job Description

<b>Position Title:</b>	Maintenance Worker
<b>Department:</b>	Public Works Department
<b>Department Head:</b>	Street Department Manager
<b>Reports To:</b>	Street Department Manager
<b>Exempt/Non-exempt</b>	Non-exempt
<b>2019 Base Salary:</b>	\$3,904.62 monthly

<b>Position Summary:</b>	In General this job classification is responsible for the maintenance of City owned facilities and public rights-of-way including streets, roadside landscapes, parking facilities, drainage facilities, bridges and associated roadway structures.
<b>Distinguishing Characteristics:</b>	Occasionally required to be on a 24-hour on call.  Required to work a scheduled 24 hour on call cycle during the winter months for emergency management of the City streets.  Occasionally required to work special events and festivals for crowd management and traffic control
<b>Job Location/Working Conditions:</b>	Normal office environment Normal outdoor environment Stockroom warehouse High noise environment Dust, dirt, grease or other disagreeable elements Requires extensive safety training Alternative work schedules On call Exposure to moving machinery Exposure to chemicals Requires protective devices Occasionally required to work outdoors in inclement weather conditions and in heavy traffic.

<p><b>Essential Functions:</b></p>	<ol style="list-style-type: none"> <li>1. Uses a variety of hand and power-operated tools and equipment such as shovels, picks, hand and small riding mowers, power hacksaw, drills, jackhammer, gas-powered leaf blowers, welders, compressor, and portable concrete saw.</li> <li>2. Performs assigned work to install or repair stormwater lines, manholes and catch basins. Operates concrete saw, backhoe, front-end loader or hand shovel to excavate to grade. Lays and aligns pipe. Accomplishes hookups; tests installation in accordance with established procedures; and backfills excavation.</li> <li>3. Proficiently operates all departmental heavy equipment, including backhoe, loaders, dump truck, paver, roller, mower, grader, vector truck, snowplow, and sander trucks.</li> <li>4. Performs the handling and/or application of hazardous materials in accordance with state regulations.</li> <li>5. Maintains roadways, including patching, filling potholes, paving, and sweeping. Fabricates and installs signs such as directional and traffic; uses power saw, sign fabricator, vacuum heat applicator, routers, paints, varnishes, and other equipment or materials; operates hand or tractor-mounted post-hole digger.</li> <li>6. Applies premixed fertilizers, Herbicides, and other chemicals to roadside areas, trees and shrubs.</li> <li>7. Performs basic carpentry and cement work, oxyacetylene cutting and burning, and painting as necessary to accomplish primary activities.</li> <li>8. Performs other related duties of a comparable level/type as assigned.</li> </ol>
<p><b>Critical Skills:</b></p>	<ol style="list-style-type: none"> <li>1. A thorough knowledge of the principles and practices of operation and maintenance procedures.</li> <li>2. A thorough knowledge of applicable federal, State and local laws, regulations, policies and procedures</li> <li>3. A demonstrated ability to read and interpret maps, engineering documents, architectural and landscaping plans, contracts, ordinances, and interlocal agreements.</li> <li>4. The ability to work effectively with diverse groups and individuals, including developers and contractors, special districts and agencies, appointed officials, city staff and citizens of the community.</li> <li>5. Good knowledge of the utilization and care of materials and equipment used.</li> <li>6. Ability to establish and maintain effective working relationships</li> </ol>

	with other employees and the public.
<b>Physical Requirements:</b>	<ol style="list-style-type: none"> <li>1. Finger Dexterity- Repetitive wrist, hand and/or finger movement.</li> <li>2. Talking- Frequently convey detailed or important instructions or ideas accurately, loudly, and/or quickly.</li> <li>3. Average Hearing- Able to hear average or normal conversations and receive ordinary information.</li> <li>4. Average Visual Abilities- Average, ordinary visual acuity necessary to prepare or inspect documents.</li> <li>5. Physical Strength <ol style="list-style-type: none"> <li>a. Typically sitting at a desk or table.</li> <li>b. Occasional standing for more than 30 minutes at a time.</li> <li>c. Typically standing or walking</li> <li>d. Using tools requiring high dexterity</li> <li>e. Frequent lifting 25 pounds or more</li> </ol> </li> </ol> <p>Work is performed primarily out-of-doors involving moderate risks, discomfort, or unpleasantness such as high level of noise, dust, grease or mud; moving vehicles or machines, cold and/or wet weather. It may be necessary to wear some protective clothing and/or equipment such as rain and snow gear, boots, goggles, and gloves. Work requires some physical exertion such as long periods of standing, walking over rough, uneven surfaces, and recurring bending, crouching, stopping and reaching, and occasional lifting of moderately heavy items. Work requires average physical agility and dexterity.</p>
<b>Mental Activities:</b>	<ol style="list-style-type: none"> <li>1. Reasoning Ability- Ability to apply common sense understanding, to carry out detailed instructions, and to deal with problems involving many variables.</li> <li>2. Mathematics Ability- Ability to perform basic math skills, use decimals to compute ratios and percents, and to draw and interpret graphs.</li> <li>3. Language Ability <ol style="list-style-type: none"> <li>a. Ability to use vocabulary of 5,000 to 6,000 words</li> <li>b. Able to read at a high level.</li> <li>c. Able to define and understand unfamiliar words.</li> </ol> </li> </ol> <p>Ability to write complex sentences, using proper punctuation, proper grammar, and a good vocabulary.</p>
<b>Minimum Education and Experience:</b>	High School diploma, or G.E.D., and two years of experience in street, water and/or sewer system construction and maintenance and equipment operation; or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.
<b>Required license/certificates/registration</b>	<p>Current Washington State driver's license.</p> <p>Current Washington State commercial driver's license.</p> <p>Current flagger's certification.</p>

	Current CPR First Aid Certification Current fork lift operators training/certification.
<b>Equipment:</b>	Office equipment Simple hand tools(listed under <b>Essential Functions</b> ) Heavy Equipment (listed under <b>Essential Functions</b> )
<b>Accommodation:</b>	In accordance with the Americans Disabilities Act and Washington's Law Against Discrimination, it may be possible to modify the requirements listed above to reasonably accommodate disabled individuals. However, the City will not make any accommodations which may pose serious health or safety risks to the employee or others or which impose undue hardships on the City.
<b>Disclaimer:</b>	The City intends the above statements to describe the general nature and level of work performed by a Maintenance Worker. These statements are not intended to be an exhaustive list of all job duties performed by a Maintenance Worker. Likewise, the City does not intend this job description to create an employment contract. The City reserves the right to revise or amend this job description at any time. Likewise, the City maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

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Mayor Steven C. Lacy

Date \_\_\_\_\_

\_\_\_\_\_

Street Manager

Date \_\_\_\_\_

\_\_\_\_\_

Maintenance Worker

Date \_\_\_\_\_