



Part-Time Maintenance Worker

City of Kenmore

SUMMARY

Performs a variety of unskilled, semi-skilled, and skilled maintenance and repair tasks within a specific area of the Public Works Department. The position requires knowledge of street maintenance, surface water maintenance, landscape maintenance and operations, cleaning methods, procedures and techniques, and the ability to use hand tools, power tools, light duty vehicles, and equipment. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform a variety of unskilled, semi-skilled, and skilled tasks in assignment, including plumbing, electrical, mechanical, carpentry, painting, and concrete work.
- Perform routine maintenance of City infrastructure including streets, surface water, parks, grounds, and facilities as assigned; duties will vary according to job assignment.
- Maintain landscaping, mow lawns, trim hedges, pick up trash, hand weed, line trim, dig ditches with hand tools, clear brush, weeds and removes debris; paint, apply pesticides, fertilizers, and other chemicals according to applicable guidelines. Clean and maintain park restrooms and other park facilities. Manage irrigation systems including programming, startup, winterizing, maintenance, and repair.
- Uses power and hand tools in work to maintain, repair, and install street signs, shoulders, sidewalks, streets, and drainage systems. Operates power mowers, blowers, sweepers, edger's, hedge trimmers, clippers, sprayers, and other equipment and vehicles. Maintains repairs and inspects for safety all Street and drainage equipment, vehicles, trailers, and other maintenance equipment.
- Utilize proper safety precautions in all work performed; recognize and report safety hazards, traffic problems, equipment problems, and emergency situations. Complete work according to specific work orders. Complete required daily logs, timesheets, and reports.
- Respond to emergencies as directed.
- Perform semi-skilled and general labor.
- Monitors street, landscape, and drainage facilities maintenance contracts to ensure compliance with City standards and approved contracts.
- Pick up and deliver equipment, materials, parts, and supplies as required.
- Perform other duties as assigned that support the overall objective of the position and needs of the organization.

QUALIFICATIONS

Knowledge & Skills:

- General principles of street, stormwater, sidewalk, sign and marking maintenance and construction, including installation and repair.
- Applicable State and Federal laws and regulations. Work hazards, safety procedures, and OSHA and WISHA regulations.
- Materials, tools, and equipment used in performing landscape maintenance. Cultivation and maintenance of trees, lawns, and ornamental plants such as plant identification, proper pruning techniques, transplanting plant material, and applying chemicals.
- Basic tools and equipment used in parks, streets, facilities, and grounds maintenance.
- Basic cleaning methods, procedures, and techniques with knowledge of materials, supplies, and equipment.
- Proper use and storage of hazardous chemicals used in the workplace.

Abilities:

- Performing work using safe working methods and procedures including safe and efficient operation and maintenance of vehicles and equipment according to standard operation and safety procedures.
- Identifying maintenance needs and mechanical problems and taking corrective action.
- Working independently and using initiative within established procedural guidelines.
- Interpreting technical manuals, instructions, blueprints, sketches, plans and diagrams, and analyzing complex variables.
- Assessing and prioritizing multiple tasks, projects and demands. To understand verbal and oral instructions.
- Establishing and maintaining effective working relationships with coworkers and the public.
- Operating backhoes, loaders, excavators, dump trucks, flatbed trucks, light-duty trucks, compressors, pneumatic tools, paint equipment, power tools, hand tools, and other tools/equipment used in street, drainage, park, and facilities maintenance.
- Reading and understanding as-builts plans, maps, drawings, and records for street, drainage, parks, and facilities.
- Keeping records accurately and neatly. Preparing clear and concise reports as requested.
- Operating a personal computer for word processing and email, specifically Microsoft Office software.
- Communicating effectively verbally and in writing.
- Ensure regular, predictable, and reliable attendance.
- Courteously respond to complaints and inquiries. Provide a high level of customer service.
- Outside work requires operation of motorized vehicle to perform work.
- Must perform a variety of semi-skilled building and grounds maintenance tasks.
- May be required to work occasional evenings, weekends, or holidays during special events.
- Coverage responsibilities will require an alternate work week schedule.

- Requires hearing and speaking to exchange information.
- Requires dexterity of hand and finger movement to operation keyboard and drafting materials, visual acuity at 20 inches or less, and hearing acuity for speech discrimination.
- Standing or walking for extended periods of time.
- Talk, receive, and understand written and oral communication, and give written and oral instruction.
- Climb ladders and work from heights.
- Bend at the waist, kneel, and crouch.
- Physical ability to lift a minimum of 50 lbs. and carry objects with both hands and arms.
- Perform moderately medium to heavy manual activities.
- Establish and maintain effective working relationships with other employees, elected officials, and the public.
- This position also requires the ability to occasionally calculate mathematics problems.

Education and Experience:

- The position typically requires a high school diploma or equivalent and two years' experience as a Public Works maintenance worker, general landscape or construction experience, or closely related maintenance experience.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

Licenses and Certificates

- Must possess a valid Washington State Driver's license by date of hire and must have and maintain a good driving record by City standards.
- Ability to obtain and maintain a state flagging card within six (6) months of employment is required.
- Ability to obtain and maintain a current First Aid/CPR certification.

ADDITIONAL INFORMATION

- Work Environment – Duties are performed in both indoor and outdoor work environments at construction sites, facilities, right of ways, streets, and parks which will require exposure to varying weather and terrain conditions, noise, dust, mud, moving vehicles or machines, chemical cleaning agents, and toxic odors.
- This is a non-benefited position with the exception of sick leave, and participation in the Public Employees Retirement System (PERS) through the Department of Retirement Systems (DRS).
- This position is non-exempt and may be eligible for overtime pay.
- This is a 24 hour per week position. Typical working hours are 7:00 AM to 3:30 PM, three days a week; Saturday and Sundays are both required, the third working day can be flexible, Monday through Friday.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: Public Works Operations
FLSA: Non-Exempt

City of Kenmore
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