



## Seasonal Maintenance Worker-Facilities

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 Operations Department. Performs facility, fleet, and general grounds maintenance tasks. Uses a variety of hand tools and operates a range of small powered and specialized 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

- Performs a variety of routine unskilled, semi-skilled and skilled tasks in the area of assignment.
- Assists with routine maintenance of City infrastructure to include facilities, fleet, and grounds as assigned; duties will vary according to job assignment.
- May maintain landscaping, mow lawns, trims vegetation, pick up trash, clear brush, weed and removes debris.
- Cleans and maintains city owned buildings and facilities.
- Cleans City Fleet vehicle interior and exterior.
- Setup and takedown of furniture for special events or meetings
- Operate a variety of equipment, hand, and power tools.
- Utilizes proper safety precautions in all work performed; recognizes and reports safety hazards, equipment problems and emergency situations.
- Completes work according to specific service requests.
- Completes required daily logs, timesheets, and reports.
- Picks up and delivers equipment, materials, parts and supplies as required.
- Ensures regular, predictable, and reliable attendance.
- Performs other duties as assigned.

### QUALIFICATIONS

#### Knowledge & Skills:

- City policies and procedures.
- Learn general principles of operations and maintenance.

- Applicable State and Federal laws and regulations. Work hazards, safety procedures, and OSHA and WISHA regulations.
- Learn to use basic tools and equipment used in facility and grounds maintenance.
- Basic cleaning methods, procedures, and techniques with knowledge of materials, supplies, and equipment.
- Learn proper use and storage of hazardous chemicals used in the workplace.
- [Bulleted items]

**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.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a variety of hand and power tools used in facility, fleet and grounds maintenance.
- 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.
- To understand verbal and oral instructions.
- 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.
- 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.
- 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.

**Education and Experience:**

- Must be eighteen (18) years of age or older.
- Position typically requires a high school diploma or equivalent.
- A combination of experience and training that provides the candidate with the knowledge and skills to perform the job will 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.

**ADDITIONAL INFORMATION**

- Work Environment – Duties are performed in both indoor and outdoor work environments which will require exposure to varying weather and terrain conditions, noise, dust, mud, moving vehicles or machines, chemical cleaning agents, and toxic odors.
- Position is not eligible for benefits with the exception of accruing sick time and may be eligible for overtime pay if applicable.
- Position is a temporary seasonal position for up to twelve weeks working hours 9 AM – 5:30 PM, 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 Department**

**FLSA: Non-exempt**

**Reports To: Facility and Fleet Maintenance Supervisor**

City of Kenmore

Revised: 2024