CITY OF COVINGTON
JOB DESCRIPTION

Job Title:	**Public Works Maintenance Worker - Seasonal**
Department:	**Public Works**
Reports To:	**Public Works Director**
Overtime Classification:	**Non-Exempt**
Date:	**March 2010**

Definition:

Perform maintenance tasks of varying complexity involved in the recurring maintenance, installation and repair work of the water, street, storm water, sewer, parks and facilities functions of the Public Works Department, including but not limited to vegetation control, asphalt, concrete, gravel and drainage repairs. Operate a range of powered and specialized equipment and (depending on abilities and credentials) vehicles, as necessary. May also provide support for special events. Other duties of similar complexity in other maintenance areas may be assigned.

Because of the small size of the city staff, each staff member is expected to perform a wide range of field duties as may be required from time to time. This is a full-time, seasonal (40 or more hours per week) position expected to last six (6) months and is eligible for overtime compensation for work performed beyond 40 hours per week with prior supervisory authorization.

Supervision:

Work under the supervision of the Public Works Director. Technical and field leadership provided by the regular, full-time Maintenance Workers.

Essential Job Functions:

- Perform routine tasks such as weeding, raking, watering, hand mowing, edging, shoveling, litter pick-up, cleaning and repairing trails, grounds and other public facilities.
- Assist other employees in sidewalk road repair, ditch and culvert repair, drainage system repair and right of way vegetation control.
- Assist other employees in parks, building, and right-of-way repair tasks.
- Driving is essential to perform job functions (see special requirements). Possession of a valid Washington State Driver's license and good driving record is required.

Non-Essential Job Functions:

All duties listed above are essential to fulfilling the responsibilities of the position.

Qualifications:

Considerable Knowledge of:

- General principles of landscape, including turf, shrubs and trees commonly used in park landscaping.
- General principles of right-of-way maintenance including concrete, asphalt, drainage repairs and vegetation control.
- Tools and equipment necessary to perform job functions.
- Customer service, problem-solving and conflict resolution skills.

Ability to:

- Lift up to 50 pounds and perform a variety of physical tasks and heavy labor.
- Get along with others and work as a member of a team.
- Drive a City vehicle.
- Safely operate light-duty trucks, hand mowers, and a variety of hand tools used in maintenance.
- Perform outdoor maintenance work in all types of weather.
- Work independently without direct supervision in the field.
- Work cooperatively with co-workers.
- Understand and follow oral and written instructions.
- Identify work hazards and practice general safety procedures.
- Learn safety standards and precautions related to the work as prescribed by WISHA.
- Learn City government functions and policies.
- Communicate information effectively verbally and in writing.
- Interact with the public in an effective, customer friendly manner.

The statements contained herein reflect general details as necessary to describe the principal functions of this classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements

Education and Experience:

Minimum Criteria:
Graduation from high school or GED equivalent required. Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities required to successfully perform the responsibilities of the position.

Preferred Criteria: (In addition to Minimum Criteria)
Two (2) or more years of municipal or government employment experience.

Special Requirements:

- Work schedule includes evenings and weekends.
- Must be 18 years or older.
- Possession of a valid Washington State Driver's license (or ability to obtain one within one month) and driving record free of serious or frequent violations.
- Ability to conform to drug and alcohol testing requirements under the federal Omnibus Transportation Employee Testing Act of 1991. Applicants may be subject to pre-employment drug and alcohol tests and physical examinations.
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Covington.

Tools and Equipment Used:

Equipment such as push mowers, light duty trucks, power edgers, blowers, string trimmers, shovels, rakes, etc

Physical Demands and Work Environment:

- **Constant Demands:** Standing, walking, climbing stairs or ladders, balancing, stooping, kneeling, crouching, crawling, pulling, feeling, reaching, lifting, grasping, twisting above the waist and reaching (knees to shoulder and above should), bending at waist, repetitive use of hands or fingers to handle, feel or operate objects, tools, or controls; and repetitive hand and arm motion. Hand-eye coordination is necessary to operate computers and various pieces of maintenance equipment.

- **Frequent Demands:** Sitting, talking, hearing, seeing, writing.

- **Work Environment:** Duties are performed primarily outdoors in a variety of terrains, under a variety of weather conditions, including sun, rain, wind, mud, and snow, for periods of approximately eight hours per day. Duties may be performed working alone, but are often performed as part of a work team. Conditions at work sites might include falling objects, loose footings, loud noises, construction equipment, and working in right-of-way, traffic, or roadways. While performing the duties of this job, the employee often works near moving mechanical parts. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee is exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

Disclaimer:
This job description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the job change over time.