

City of Kelso, Washington

Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position.

TITLE
**Temporary/Seasonal Maintenance Helper
Non-Union**

DEPARTMENT
Public Works

CLASS/EXEMPT STATUS
Temporary/Seasonal

DIVISION
Operations

SUPERVISOR
**Storm Water Lead,
Water/Sewer Lead, Traffic
Lead and Park Lead**

CLASSIFICATION RANGE
\$10.00/hour

POSITION DESCRIPTION

This position performs general labor in support and maintenance of the Street/Drainage, Water/Sewer, Traffic Control and Parks Divisions to contribute to their safety and functionality. This position reports to the Supervisor/Lead of the division he/she is assigned.

Facilities supported include four bridges, City Hall, Library, Train Depot, Kelso Parks, Streets, Traffic Control, Drainage, Water and Sewer and Public Works Operations facilities.

ESSENTIAL FUNCTIONS

This position frequently performs its duties within the public right-of-way and alone, regardless of weather conditions. The responsibilities of the position frequently place the employee in close proximity to heavy traffic, inclement weather conditions and toxic chemicals.

Right –of-Way Functions

- Mowing
- Cut Brush
- Paving
- Painting

Equipment Operation and Maintenance

- Safely and professionally operate equipment necessary to perform assigned duties.
- Perform routine inspection and maintenance necessary for the efficient and safe operation of the equipment. This includes monitoring fuel, battery, windshield, oil, water, grease, brakes, tires, etc.
- Report problems to Supervisor or Superintendent.
- Inspect and replace mower blades as necessary.

POSITION REQUIREMENTS

EDUCATION

- High School Diploma or G.E.D.
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KNOWLEDGE, SKILLS, ABILITIES, AND SPECIAL REQUIREMENTS

- Equipment Used (ability to learn): Chain saws, mowers (flail, reel, cycle bar and rotary), brush clippers, stump chipper, weed trimmer, jackhammer, post hole digger, paint sprayer, cut-off saw and the ability to safely and professionally operate a range of other small power and hand tools.
- Understanding of the Rules of the Road and the Traffic Control Devices specified in the State Motor Vehicle Laws.
- Ability to use basic oral and written communication in the performance of duties and responsibilities.

- Knowledge of the safety standards, practices and procedures relating to all facets of the job.
- Basic knowledge of turf and vegetative maintenance practices.

Service Objective-responsibility to citizens and taxpayers

- Courteous and respectful.
- Responsive to citizen requests.
- Cost effective use of city resources.

Supportive work environment

- Treat other employees with respect.
- Support a positive work environment and cooperation with team members
- Keep others informed of work issues and programs by maintaining quality communications.
- Work to resolve issues of conflicting personalities and needs.
- Display initiative to resolve problems and capitalize on opportunities in the job.
- Maintain a work environment supporting fair and equal treatment of employees within the Equal Employment Opportunity Guidelines.

SPECIAL REQUIREMENTS

- Physical: Ability to safely lift, push, carry and pull materials and objects weighing up to 50 lbs. on a daily basis and up to 100 lbs. on occasion using proper lifting techniques.
- Must be capable of frequent bending, standing, kneeling and maintaining continual physical activity during the workday.
- Mental: Ability to make responsible decisions while in the field in order to assure a safe working environment and accomplish assigned duties. Ability to gain the trust and support of other employees when leading work parties.
- Possess a valid Washington or Oregon State Driver's license.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	CITY MANAGER APPROVAL	DATE
R. Johnson	3/24/2014			P. Murray	3/26/2014	S. Taylor	3/26/2014