

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

\$11.00-\$13.00/hour D.O.E.

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. 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.

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

ESSENTIAL FUNCTIONS

- Right -of-Way maintenance including mowing, cutting brush, paving, and painting.
- 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 including 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.

KNOWLEDGE, SKILLS, ABILITIES, AND SPECIAL REQUIREMENTS

- Ability to learn and safely operate chain saws, mowers (flail, reel, cycle bar and rotary), brush clippers, stump chipper, weed eater, jackhammer, post hole digger, paint sprayer, cut-off saw.
- Ability to safely and professionally operate a range of small power and hand tools.
- Ability to use basic oral and written communication in the performance of duties and responsibilities.
- Ability to make responsible decisions while in the field in order to assure a safe working environment and accomplish assigned duties.
- Knowledge and understanding of the Rules of the Road and the Traffic Control Devices specified in the State Motor Vehicle Laws.
- Knowledge of the safety standards, practices, and procedures relating to all facets of the job.
- Basic knowledge of turf and vegetative maintenance practices.
- Respond to citizen requests and complaints in a courteous and respectful manner.
- Ensure the cost effective use of city resources.
- 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.
- Support team members and maintain a positive work environment supporting fair and equal treatment of employees within the Equal Employment Opportunity Guidelines.

SPECIAL REQUIREMENTS

- Successfully pass a modified background investigation.
- 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.
- Possess a valid Washington or Oregon State Driver’s license.

Contacts:

- This position may have contact with contractors, private utility companies, citizens, and regulatory agencies.
- This position may have contact with other City departments and staff.
- Interactions with the public can become escalated and difficult.

Supervision:

- This position has no supervisory responsibilities.

Accountability:

- This position is accountable for the safe, efficient, effective completion of assigned tasks.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	CITY MANAGER APPROVAL	DATE
R. Johnson	3/24/2014	S. Taylor	2/2/2015	P. Murray	5/24/2016	S. Taylor	2/2/2015