

TOWN OF WOODWAY

Position: Seasonal Public Works Maintenance Worker

Reports To: Public Works Director

Non-exempt position

The Town of Woodway, located just north of the King/Snohomish County line, is accepting applications for a full-time seasonal Public Works Maintenance Worker. This position is expected to start December 15, 2017 and run to April 1, 2018. Hourly pay will be \$13-\$15 DOE. Must have a valid WA driver's license. Send letter of interest and resume to publicworks@townofwoodway.com or deliver in person to 23920 113th Place W, Woodway, WA 98020. Position open until filled. EEOE

GENERAL RESPONSIBILITIES: Performs a variety of semi-skilled and semi-technical maintenance work and operates a variety of equipment in the construction, operation, repair, maintenance and replacement of streets, drainage facilities and systems. Work requires the application of sound judgment and application of crafts techniques in a wide variety of public works activities. The work is performed with some latitude for independent judgment and action.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects and/or repairs streets, drainage systems and storm sewer systems at frequent intervals to insure that all aspects of the systems are functioning properly.
- Responds to complaints and service requests regarding pot holes, flooding, rights-of-way problems, signs or related issues; evaluates situation; explains findings to supervisor.
- Maintain routine records of work performed, including equipment usage, preventive maintenance and needed repairs.
- Prepare and perform patching of potholes, sealing cracks and repair asphalt surfaces.
- Maintain signs and traffic control markings according to State laws and Town's needs.
- Control and maintain vegetation in roadways and intersections; remove debris during and after windstorms.
- Collects and disposes of litter and debris found in rights-of-way.
- Dig holes and trenches manually or with tractor.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools.
- Operates a variety of power, construction, and maintenance equipment used the public works department, such as mowers, line trimmers, chain saws, chippers, or tractors.
- Drives trucks of various sizes and weight while loading, hauling, and unloading of various equipment and materials.
- Performs all duties in conformance to appropriate safety and security standards.

- Performs required labor involved in construction and maintenance projects as part of a crew.
- Performs janitorial and grounds maintenance for town hall.
- And other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

- Graduation from high school or GED;
- Valid State Driver's license or ability to obtain a valid license.

KNOWLEDGE, ABILITIES, AND SKILLS

- Considerable knowledge of equipment, facilities, materials, construction, and repair activities.
- Skill in operation of a variety of tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time.
- Ability to work safely.
- Ability to interact and effectively communicate, orally and in writing with employees, other departments and the general public.
- Ability to understand and carry out written and oral instructions.
- Ability to understand and work within scope of authority.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that may be encountered and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in out-of-doors involving moderate risks, discomfort, or unpleasantness such as high level of noise, vibration, dust, grease or mud; moving vehicles or machines, cold and/or wet weather. It may be necessary to wear some protective clothing and/or equipment such as rain and snow gear, boots, goggles, and gloves. The employee occasionally works in hazardous traffic conditions, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. While performing the duties of this job the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk over various surfaces, sometimes rough and uneven; sit; climb or balance; stoop, kneel, crouch or crawl; and smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.