

CITY OF FIRCREST, WASHINGTON

POSITION DESCRIPTION



Position: Seasonal Maintenance Worker (Seasonal, up to 40 hours per week)
Department: Public Works
Representation: N/A
Salary: \$16.88 to \$17.38 per hour, DOQ
Overtime Eligible

First Review of Applications: April 22, 2024

Positions are open until filled; early application submission is encouraged.

POSITION SUMMARY:

The City of Fircrest is accepting applications for a Seasonal Maintenance Worker. The position works under the general supervision of the Public Works Department and performs a variety of skilled activities in maintaining City infrastructures, including roads, right of way, parks, and City facilities.

Positions start anywhere between late spring and early summer. Please include your dates of availability on your application. Some positions start immediately; however, depending on the City's needs, hiring may continue through the summer months. This position works from 7:00 AM to 3:30 PM, Monday through Friday.

PRIMARY DUTIES include but are not limited to:

- Operation of hand tools and power tools, including, but not limited to, mowers, edgers, blowers, weed eaters, jackhammers, rotary hammers, whackers, drills, reciprocating saws, portable pumps, and chop saws. May be trained on other specialized equipment.
- Assist with pavement marking repair and installation, including traffic curbs.
- Vegetation control, including removing vegetation, weeds, moss, and other debris from median islands and traffic curbs; pruning, vegetation control, litter removal, fertilizing, and watering hanging flower baskets; mowing lawns; and other general grounds maintenance duties.
- Assist with crack sealing and assist full-time staff with street, sign, and light maintenance.
- Painting indoor and outdoor facilities.
- Perform other tasks as needed.

MINIMUM QUALIFICATIONS

- Be 18 years of age or older.
- Possess a valid Washington State Driver's license.
- Must have a driving history acceptable to the City and maintain an insurable driving record. (A driving record check will be performed prior to hire).
- Ability to safely lift up to 50 pounds.
- Ability to perform strenuous physical labor and work outdoors in trafficked areas, in all types of weather, and on all types of surfaces.
- Skill in using a wide variety of power and hand tools, equipment, and machinery used in vegetation management.
- Use good judgment when operating potentially dangerous equipment and while working at potentially hazardous work sites. Maintain constant awareness of hazards and continuously apply safe work habits and practices.
- Listen to, remember, and apply work directions, instructions, information, and practices in daily communication with supervisors and co-workers.

- Safely drive and operate heavy and light-duty vehicles and equipment such as pickup trucks, off-road service and transport vehicles, and other related conveyances.
- Ability to communicate clearly and courteously, utilizing effective written and verbal communication skills.
- Ability to establish and maintain effective working relationships and work positively and professionally with other employees and supervisors.
- Ability to present a positive, friendly image to the public using tact and courtesy.
- Punctual, regular, and reliable attendance is required.
- Ability to follow appropriate safety procedures.
- Required to show up on your first day of work with substantial leather work boots. Steel-toe boots are recommended.

WORKING CONDITIONS

Maintenance Workers may work in hazardous areas, including street surfaces, rights-of-way, medians, and ditches, and around heavy equipment or potentially dangerous tools. Assignments may be outside and may occasionally require work in inclement weather and/or dirty, wet, noisy, or cramped work sites. This position requires the physical ability to perform manual tasks and mobility to navigate all types of surfaces and terrain. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift or move up to 50 pounds. Employees will be required to wear safety protective gear when necessary.

Maintenance Workers have daily contact with other crew members to coordinate work. However, City crews often work in highly visible locations and may be required to respond to questions from interested citizens. All employees need to respond to citizens with tact and patience and maintain professional composure. If questions cannot be answered on-site, the worker is responsible for referring the citizen to the Lead Maintenance Worker or other Department staff for assistance.

TO APPLY

- A formal application form must be fully completed and submitted to:
 - City of Fircrest**
 - c/o City Clerk**
 - 115 Ramsdell Street**
 - Fircrest, WA 98466**
 - Telephone: (253) 564-8901 Fax: (253) 566-0762**
 - Email: aburkhart@cityoffircrest.net**
- Resumes alone are not sufficient for consideration but may be attached to the application form.
- Applications may be filed in person, by FAX or by mail, or by email. All applications must be received by 5:00 PM on the closing date.
- It is not the City's policy to Fax or Express Mail application forms.

GENERAL INFORMATION FOR APPLICANTS

SELECTION PROCESS

- The quality and completeness of the information provided on the application form may determine whether you are called for an interview. Incomplete answers or "see resume" may prevent further consideration.
- Testing may be required to measure candidates' abilities to perform essential functions or other performance dimensions.
- If you need special accommodation during the interview phase of the selection process, please provide the City with five business days' advance notice. The City endeavors to reasonably accommodate everyone. All applicants interviewed will be sent a written notification with the interview result.
- No formal notification will be sent to applicants not selected for an interview. Should the same or another position open for which you wish to apply, you must complete a new application to be considered for the new opening.

EMPLOYMENT

- Applicants who are offered employment will be required to provide proof of identity and authorization to work in the United States. The 1986 Federal Immigration Reform and Control Act prohibits the hiring of unauthorized aliens.
- The City does not discriminate in hiring on the basis of race, color, religion, creed, ethnicity, national origin, age, sexual orientation, marital or veteran status, gender identity, or any other legally protected status. In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential elements of a job and to determine reasonable accommodation.
- The City of Fircrest has a policy of limiting smoking in the workplace.
- The City of Fircrest is a drug-free workplace.

BENEFIT INFORMATION

- This is a seasonal position and is not eligible for benefits provided to non-seasonal positions.
- Seasonal employees accrue sick leave pro-rated based on hours worked. In compliance with Washington State Law, all employees accrue at least one hour of paid sick leave for every 40 hours worked.