

CITY OF FIRCREST, WASHINGTON

POSITION DESCRIPTION



Class Title: Seasonal Maintenance Worker (Seasonal, up to 40 hours per week)
Department: Public Works
Representation: N/A
Salary: \$17.25 - \$18.00 per hour, DOQ
Overtime Eligible

First Review of Applications: May 05, 2025

Position Open Until Filled

POSITION SUMMARY:

Under the general direction of the Public Works Department leadership, the Seasonal Maintenance Worker position performs a variety of semi-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. Normal office hours for the Public Works Facility will be 8:00 AM to 4:30 PM, Monday through Friday, except between the first Monday in May and the last Friday in September, during which time normal office hours will be 7:00 AM to 3:30 PM.

ESSENTIAL FUNCTIONS 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.

DESIRED MINIMUM QUALIFICATIONS:

- Must 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.)

Education and Experience:

- First Aid/CPR certification (preferred)
- Previous experience in public works, maintenance, or landscaping is desirable.

Necessary Knowledge, Skills, and Abilities:**Knowledge of:**

- Strong knowledge of safety guidelines and practices.
- Working knowledge of local government organization and operations.

Ability to:

- Ability to communicate clearly, concisely, professionally, 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, supervisors, contractors, suppliers, and the public.
- Ability to work independently and demonstrate sound judgment and initiative.
- Ability to work under pressure with frequent interruptions and in stressful situations.
- Ability to safely perform job tasks in a variety of settings.
- Ability to remain observant, safety conscious, and able to react calmly and quickly in an emergency.
- Ability to identify problems and recommend solutions.
- Ability to tactfully handle and maintain confidentiality of records and information.
- Ability to exhibit a strong commitment to internal and external customer service.
- Ability to maintain predictable and regular attendance.
- Ability to maintain a sense of humor and positive attitude.
- Ability to present a positive, friendly image to the public using tact and courtesy.

SUPERVISION:

Work is performed under the general supervision of the Public Works Utility Foreman or Parks/Facilities Maintenance Lead.

TOOLS AND EQUIPMENT USED:

Work involves using a variety 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. Work may involve using a personal computer, copiers, printers, calculators, fax machines, phone systems, and other general office equipment, as well as mobile devices.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands described here represent those that an employee must meet to perform the essential functions of this position successfully.

Work is typically performed indoors and outdoors, in varied weather conditions, with exposure to moderately loud to loud noise levels. Seasonal Maintenance Workers will have daily contact

with other crew members to coordinate work. City crew members 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 addressed on-site, the worker is responsible for referring the citizen to the Lead Maintenance Worker or other department staff for assistance.

Work involves sitting and standing for long periods, and the ability to talk or hear. Hand-eye coordination is necessary for manual tasks and to operate equipment, and using hands is needed to reach, handle, grasp, feel, or operate objects, tools, or controls. Specific vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee will frequently be required to stand, reach, walk, stoop, kneel, crouch, squat, climb, bend, twist, crawl, push, pull, lift, grasp, and perform repetitive motions. The employee must occasionally lift or move up to 50 pounds. Employees will be required to wear safety protective gear when necessary.

SELECTION GUIDELINES:

The selection process may involve a formal application, evaluation of education and experience, oral interviews, reference checks, and job-related tests as appropriate.

ADDITIONAL INFORMATION:

The City is committed to complying with the Americans with Disabilities Act. Act. Reasonable accommodation will be made as required to enable a person with a disability to perform the essential functions of this position.

The City is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, gender identity, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation for the application and/or interview process should notify us immediately.

This job description does not constitute a contract of employment between the City and the employee and is subject to change as the City's needs or job requirements change.

This job description in no way implies that these are the only duties to be performed and is intended only to provide a general description of the duties performed by an employee in this classification. The employee occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisors. 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.

BENEFITS INFORMATION:

This is a seasonal position and is not eligible for benefits provided to non-seasonal employees. Seasonal employees accrue paid 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.