

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Property Maintenance Aide (seasonal/temporary)**
Department: Various

FLSA Status: Non-exempt
Union Status: Non-represented
Updated: April 2014

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

NATURE OF POSITION:

This position performs a variety of unskilled and semi-skilled duties in the maintenance, repair, and care of city facilities, grounds, infrastructure, open spaces and parks. Department assignments include, but are not limited to: Public Works (Street/Storm, Water and Wastewater Divisions), Community Development (Parks and Facilities, Recreation) and the Municipal Airport.

Tasks and duties will vary depending upon the assigned division/department. Hours may be full or part-time (less than 40 hrs/week). Some assignments require flexible hours and/or weekend work and/or long work hours (greater than 8 hrs/day). A majority of the work is performed outdoors in all types of weather.

SUPERVISION RECEIVED:

This position reports to the department director/manager or designee and may work under the general guidance and direction of regular/permanent city employees.

SUPERVISION EXERCISED:

Generally none. May train or provide direction to other temporary/seasonal staff as assigned or required. Some positions may oversee volunteers and/or inmate offender laborers performing work for the city.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here. Tasks and duties will vary depending upon the assigned division/department.

Performs a variety of unskilled and semi-skilled duties in the construction, maintenance, repair, and care of city facilities, grounds, open spaces, parks and infrastructure, including public works streets, sidewalk, storm, water and wastewater systems.

Operates and uses a variety of standard and specialized tools, power operated devices, and/or other equipment.

Operates specific construction and maintenance vehicles and automotive equipment including mowers, loaders, chip spreaders, street sweepers, tractors and other related equipment.

Performs routine maintenance and adjustments of vehicles and equipment; lubricates/greases equipment, checks fluid levels, and sharpens blades.

Mows and maintains grounds; weeds, cares for grass areas, plants, trees and landscaping. Assists in the maintenance and repair of sprinkler systems and components.

Maintains and prepares ball fields, soccer fields and other recreational spaces for use including scheduled games and tournaments.

Performs interior and exterior building and facility maintenance such as painting, cleaning, trash collection and custodial duties.

Assists in setting up and taking down equipment for various programs, prepares facilities for park, recreational and other public use.

Successfully maintains status as Washington State Certified Flagger (not required for all positions).

Performs all duties in conformance with appropriate security and safety standards and proper use of specialty equipment.

Follows directions and implements or carries out written and/or oral instructions and assigned duties. Effectively communicates orally and in writing using the English language.

Works with coworkers or independently, often with limited supervision. Maintains productivity and self-motivation in accomplishing assigned tasks and duties.

OTHER DUTIES:

Interacts with the public, including customers and organizations, in a courteous and cooperative manner.

Establishes and maintains effective working relationships with other employees, supervisors and the public.

Assists other employees in performing maintenance tasks as assigned.

May be required to work weekends and/or long work hours.

Controls and guides traffic at work sites by flagging and implementing traffic control measures as required or assigned.

Travels within city and county.

And such other related tasks, duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS:

Must be 18 years of age or older by start of employment.

Education and Experience:

Any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job.

Licenses, Certifications and Other Requirements

Must possess a valid Washington State Drivers License with good driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Drivers License within 30 days of appointment. (Finalists for this position will be required to provide a Driving Record Abstract for review by the City of Chehalis).

Must possess a valid Washington State Certified Flagger card prior to appointment (**requirement waived for some division/department assignments**).

Must successfully satisfy a background investigation.

General Knowledge Of:

Equipment, materials, tools and supplies used to perform listed duties and tasks.

Work hazards and applicable safety precautions associated with related construction and maintenance work.

Skilled In:

Use and care of tools, machinery and equipment.

Ability To:

Work alone and independently to prioritize assigned duties and complete daily activity according to work schedule.

Follow applicable safety rules and regulations.

Use sound reasoning and judgment in the performance of job functions.

Fluently read, write and comprehend the English language, using proper grammar, spelling and punctuation.

Meet the physical demands of the job and perform essential job functions under all weather conditions.

Desired Skills and Abilities:

Graduation from accredited high school or GED equivalent.

Possession of current First Aid/CPR certification.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:

The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job. Will vary depending upon the assigned division/department.

Vehicles and equipment including: cars, pickup trucks, tractors with various attachments, trailers, small off-road vehicles, loaders, chip spreaders, street sweepers. Equipment and machinery such as: air compressors, chain saws, weed eaters, edgers, backpack blowers, pumps, riding and walk behind lawn mowers, jackhammers, asphalt and cement paving equipment and tools, cut-off saws and grinders, tapping machines, hydraulic pipe cutters, pipe threading and plumbing tools, painting tools, pest control application, and various small hand tools such as hammers, wrenches, drills and screw drivers.

PHYSICAL DEMANDS:

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

Stand or sit (stationary position); walk (move, traverse); use hands/fingers to handle or feel (operate, activate, use prepare, inspect place, detect, position); climb (stairs/ladders); balance (ascend/descend, work atop, traverse); stoop, bend, kneel, crouch or crawl; talk/hear (communicate, detect, converse with, discern, convey, express oneself, exchange information); see (detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess); taste/smell (detect, distinguish, determine); push or pull; reach; perform repetitive movements/motion; specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus; hand-eye coordination and manual dexterity is necessary to use tools and equipment, operate a computer keyboard

Heavy Work – exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposure to Hazards and Atmospheric Conditions including:

- Household cleaning supplies and/or basic office supplies (eg. copy machine toner)
- Fumes
- Dust
- Extreme temperatures (hot and/or cold)
- Wet and/or excessive humidity
- Confined spaces
- Noise
- Vibration
- Mists or gases
- Mechanical hazards
- Biological hazards (sewage and related materials)

- Chemical hazards
- Electrical hazards
- Traffic and vehicle hazards
- Burn hazards
- Body fluids and/or other potential sources of bloodborne diseases

Duties are performed at various locations and facilities throughout the city with some work conducted at city facilities located outside of city limits.

Work is primarily performed outdoors in all weather conditions. Work may require mobility under and on top of and around structures, machinery and equipment. Work may take place on wet, loose, and/or uneven surfaces, and in some unpleasant situations including but not limited to unsanitary, wet and/or humid conditions. It may involve working in confined spaces, above the ground and in elevated locations.

Noise level in the work environment is generally moderately noisy to noisy. On a regular basis, the noise level may be loud and hearing protection required.

The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.
