

## CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **WASTEWATER/POPLAR TREE FARM SEASONAL/TEMPORARY WORKER**  
Department: Public Works  
FLSA Status: Non-exempt  
Union Status: Non-represented  
Updated: September 2013

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### **NATURE OF POSITION:**

Performs a variety of unskilled and semi-skilled duties in the operation, maintenance, repair, and care of the city's wastewater departments. Assignments may include the use of standard and specialized tools, power operated devices, and/or other equipment. Assignments may also include operation and use of trucks, specialized vehicles and other construction or farming equipment incidental to regular duties. Assignments are usually carried out under general and/or specific supervision, with work scheduled and coordinated by the Wastewater Superintendent or designee.

### **SUPERVISION RECEIVED:**

Works under the supervision of the wastewater lead operator and reports to the Wastewater Superintendent or designee.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Employees occupying this position will be required to follow all other job-related instructions and perform any other job-related duties requested by a supervisor. Specific duties and responsibilities include, but are not limited to:

- Mows and maintains grounds, weeds, and cares for landscaping at the wastewater treatment plant or other public works facilities.
- Assists in the care of the poplar tree farm, prunes, cuts, chips, mows and weeds around trees.
- Cleans, organizes the facilities grounds and buildings as requested or scheduled.
- Hoses and cleans wastewater tanks, equipment, and related facilities.
- Performs all duties in conformance with appropriate safety and security standards.
- Follows directions and implements written and/or oral instructions and assigned duties.
- Performs related work as required.

### **OTHER DUTIES**

- Performs interior and exterior building maintenance such as painting and cleaning.
- Responds to emergencies and problems during and after normal working hours as needed, in a timely and efficient fashion.
- Assists other employees in performing maintenance tasks as assigned.
- And such other related tasks, duties and responsibilities as assigned.

## **REQUIRED QUALIFICATIONS**

### **Education and Experience:**

- Graduate of an accredited high school or a GED equivalent.
- Any combination of experience and training that provides the applicant with the knowledge, skills and abilities to perform the job.

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

### **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.
- Must successfully satisfy a background investigation.

### **Knowledge Of:**

- Some knowledge of the work hazards and applicable safety precautions associated with farm work.

### **Skilled In:**

- Operation of farm equipment and tools.
- Use of landscaping and tree care tools.

### **Ability To:**

- Meet the physical demands of the job and perform essential job functions.
- Fluently read, write, and comprehend the English language, using proper grammar, spelling and punctuation.
- Maintain a non-judgmental attitude towards others.
  
- Communicate detailed information and recommendations effectively, both orally and in writing.
- Perform basic arithmetic computations and data entry functions accurately.
- Work independently and complete daily activity according to work schedule.
- Work outdoors under varying weather conditions.

## **MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS**

Vehicles and farm equipment including cars, pickup trucks, tractors with various attachments, trailers, small off-road vehicles, and other related equipment; equipment and machinery such as: air compressors, chain saws, weed eaters, edgers, backpack blowers, pumps, riding and walk behind lawn mowers, painting tools, , 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 operate farm equipment and prune trees.
- 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 (dirt and weed, grass and tree pollens)
- Extreme temperatures (hot and/or cold)
- Wet and/or excessive humidity
- Noise
- Vibration
- Mists or gases
- Mechanical hazards
- Chemical hazards
- Electrical hazards
- Biological hazards (sewage)
- Traffic and vehicle hazards
- Burn hazards
- Body fluids and/or other potential sources of blood borne diseases

Duties are performed at facilities throughout the city and may include work on wastewater utility and public works infrastructure and buildings including the poplar tree plantation, wastewater treatment plant, wastewater pump stations, and other city facilities.

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*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.*