



City of Leavenworth

700 US Hwy 2 | PO Box 287
Leavenworth, WA 98826
(509) 548-5275
cityofleavenworth.com

POSITION VACANCY Utility Maintenance Worker (Full-Time, Weekends Required)

The City of Leavenworth, an equal opportunity employer, is now accepting applications for the position of Utility Maintenance Worker. This position is full-time/permanent, union-covered, and requires weekends. Salary range is \$5,073 - \$5,713 per month.

Excellent monthly benefits including 100% employer-paid, family medical/dental/vision plan premium, \$80 employer HRA contribution, 1 day each of vacation and sick leave per month, 11.5 holidays plus 2 floating holidays per year, DRS retirement plan, and comp time/overtime accrual.

Requirements: Minimum 18 years of age and Washington State driver's license with a record acceptable to the City. The position will require a pre-employment drug/alcohol screening and physical evaluation. This position requires a CDL, meaning individuals will be subject to applicable federal regulations, including random drug testing.

Individuals must be able to work weekends, holidays, and required overtime. Duties involve assistance in basic maintenance and repair of, which includes but is not limited to, garbage and cardboard collection, streets and roadways, sidewalks, ROW maintenance, buildings and structures, municipal water distribution system, sewer and stormwater collection system, cemetery grounds, headstones, restrooms, and which includes but is not limited to the scope of functions and duties listed. The typical schedule is five days per week; although, schedules may vary to support the requested needs of the City. Weekend work will be required to accommodate the work demands and service requirements of the City in order to ensure safety, cleanliness, and aesthetic appeal, as well as to meet public needs and standards.

The full job description, job application, and instructions on how to apply are available at City Hall, 700 US Hwy. 2, from 9:00 AM to 4:00 PM, online at www.cityofleavenworth.com, or by contacting us at (509) 548-5275.

The first review date for submitted application(s) is Tuesday, July 23, 2024. The position will remain open until filled.

TITLE: UTILITY MAINTENANCE WORKER
RANGE: \$5,073 - \$5,713 per month (2024)

FLSA STATUS: NON-EXEMPT
UNIT: REPRESENTED

This description is intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification. Sufficiently similar duties not specifically mentioned herein are not expressly excluded.

Summary:

This position provides assistance in basic maintenance and repair of, which includes but is not limited to, garbage and cardboard collection, streets and roadways, sidewalks, ROW maintenance, buildings and structures, municipal water distribution system, sewer and stormwater collection system, cemetery grounds, headstones, restrooms, and which includes but is not limited to the scope of functions and duties listed. The typical schedule is five days per week; although, schedules may vary to support requested needs of the City. Weekend work may be routinely scheduled to accommodate the work demands and service requirements of the City in order to ensure safety, cleanliness, and aesthetic appeal, as well as to meet public needs and standards.

Scope of Responsibility:

This is a journey-level classification responsible for performing the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed upon completion and for overall results.

Supervision Received/Given:

Receives general supervision from assigned supervisory or management personnel. Although generally this position provides no direct supervision on a regular basis, the position may provide technical or informational guidance on a project basis.

Essential Functions:

- Inspects and/or repairs reservoir, meters, streets, drainage systems and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.
- Determines and marks the locations of streetlight wiring, water, wastewater, storm drain lines from the appropriate sources prior to excavation.

- Responds to complaints regarding functional areas such as street conditions, street signs, wastewater system problems, traffic signals and street lighting, water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.
- Assist in the removal of snow and ice using a wide variety of manual to semi-skilled snow removal equipment from municipal streets, parks, trails, and other public works facilities. Applies deicing materials when and where necessary.
- Contacts residents and business owners in area where service interruptions will impact them; represents the City in a positive manner in these situations. In detecting overflows or leaks applies prevention methods to protect the safety and health of the community.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use. Washes, cleans, and details interior and exterior of equipment as necessary. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Drives trucks of various sizes and weights in the loading, hauling and unloading of equipment, gravel, sand, concrete, asphalt, and base rock.
- Performs all duties in conformance to appropriate safety and security standards. Work requires the ability to foresee and prevent safety problems, and follow safety policies. Work must follow appropriate safety procedures and the use of protective clothing and equipment including, steel toed shoes and boots, hard hats, eye/ear protection, rain gear, gloves, and traffic control equipment.
- Performs required labor involved in construction and maintenance of projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying pipe, trenching and backfilling.
- Capable of competent, qualified operation of assigned machinery, equipment, tools, and heavy equipment within each unit's capacity necessary to accomplish required tasks. Performs pre-use walk-around procedures and/or inspections to ensure the safety and reliability of each piece of equipment. (Checks all fluids, oils, grease, antifreeze, water, air and pressure levels, mirrors, seat belts, brakes, head lights, tail lights, warning lights, running lights, directional signals, warning signs, tires, etc.). Examples of such units equipment include, but are not limited to:
 - Acetylene torch, air compressor, broadcasters (hand, walk-behind), common hand and power tools, compactors, concrete saw, crow bars, detection devices, diagnostic devices, ditch compactor, ditch witch, drills, generator, jacks, jackhammer, lutes, picks, pipe threader, post hole digger (hand or tractor-mounted), rakes, saws (hand, power, concrete, skill, jig, chain), shovels (specialized, square, round, grain), tamper, tapping machine, tools (air, impact, hand, power operated, battery operated), transit, welders, whacker, wrenches, hydraulic lifts, sickle bar, etc.

- Backhoe, car hauler trailer, fork lift, front-end loader, lowboy trailer, road grader, roller, street sweeper, truck (single axle, tandem axle, utility, pickup, garbage, snow plow, sanding), Bobcat, etc.
- When assigned to assist with traffic control and flagging:
 - Performs all traffic control work in accordance with the *Manual on Uniform Traffic Control Devices (MUTCD) 2009 Edition, Part 6, RCW 47.36*, section pertaining to cities.
 - Performs all flagging work in accordance with the *Flagger's Certification Handbook, Fourth Edition, MUTCD* compliant.
 - Constructs, maintains, and repairs barricades and other traffic control items as necessary.
 - Works with organizations and committees to close streets, place signs, barricades, and other traffic control devices for events, festivals, and holiday observances. Assists law enforcement and fire control agencies on traffic control issues and emergencies as necessary.
- Advises the Public Works Field Supervisor and/or mechanics immediately of defects and deficiencies of equipment and vehicles upon first occurrence in order to keep equipment and vehicles in safe and operational condition; to prevent unnecessary or extended breakdown time; and, to prevent interruption of services to the public.
- Duties include the ability to maintain all buildings and structures, including restroom facilities (excluding maintenance performed by a plumber and/or an electrician) and all amenities within the park and cemetery systems, including installation and maintenance of headstones and flower vases.

Knowledge of:

- Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities including: hazards associated with the work and proper safety precautions; traffic laws, ordinances, and rules involved in truck and heavy equipment operations; purposes and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment; standard relating to installation, location and required maintenance of traffic signs and pavement markings; properties of backfill materials, construction materials, concrete, asphalt, hot patch, cold patch, oils, paints, and a variety of other materials used in maintenance work; equipment, methods, and materials used in the installation, repair, maintenance, and cleaning of wastewater and water mains, lines and related facilities; pipefitting and cement work; preparation and operation of spray-painting equipment; methods of fabricating and installing street signs.
- Skill in operation of the listed tools and equipment.

Ability to:

Ability to perform skilled maintenance, construction, and repair work in the area of work assigned; perform heavy manual tasks; to work safely and adhere to established safety principles and practices; to communicate effectively verbally and in writing; to establish and maintain effective working relationships with employees, other departments and the public; to work effectively in the absence of close supervision; to operate a variety of vehicles and equipment in a safe and effective manner; to read and interpret basic maps and blueprints; to understand and carry out written and oral instructions.

ADDITIONAL REQUIREMENTS:

- Possession of a valid Class B Washington State Commercial driver’s license at time of hire.
- Requires knowledge of methods, means, and materials to perform all aspects of the job.
- Requires an ability to fill out City-required forms, records of maintenance, and other documents. (Monthly Time Sheets, Maintenance Check Lists, Hazard Reports, Incident Reports, etc.).
- Must be able to obtain and maintain a First Aid and CPR Certification, Basic Emergency Safety Training, Adult, Child, Infant Card.
- Must be able to obtain and maintain a *MUTCD* compliant flagging card certification.
- Must be able to work weekends, holidays, festivals, and the hours of work required to meet the needs of each, which may require working split shifts.
- Must be able to work assigned shifts that are different from other department shifts and may differ from other shifts within the park/cemetery department.
- Must be able to work unplanned overtime.
- Must be able to be called-out for emergencies and for filling-in when another crew member is absent.
- Requires good verbal communication skills and customer service skills for public interaction.
- Must have strong work ethic and must be able to actively work alone when unsupervised and with others.

EDUCATION AND/OR EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be

- A high school graduation or equivalent GED is required, with additional education and experience necessary for successful performance of the job.
- Two years experience employed to perform similar job responsibilities as identified above.

Working Conditions:

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. Work is performed indoors and outdoors and may be performed alone or as a member of a team. Work may require frequent contact with other City departments and the public. Work may be performed under scheduled routine conditions or unscheduled emergency conditions for extended periods of time. Work may be performed under adverse conditions, at night and/or during inclement weather. The employee may be exposed to loud noise levels and safety hazards including but not limited to chemicals, dust, paint fumes, gases and odors (including sewage), mechanical and/or electrical hazards, moving parts and vehicles and may be required to use dangerous tools, equipment and associated personal protective equipment. Employees may interact with upset staff when trying to diagnose and/or resolve an equipment related problem.

Physical Requirements:

The employee must possess stamina and ability to perform strenuous physical activity, including the ability to climb, bend and work in tight or confined areas. The employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment or additional staff; climb ladders and work at heights up to 100 feet; and enter manholes and confined spaces and work at depths up to 30 feet. The employee must be able to hear alarms and audibly identify the presence of a danger or hazard. The employee must possess vision to read printed materials and a computer screen; color vision and depth perception are required to read various dials, gauges, and identify color-coded cables and wires. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee may be required to sit for prolonged periods of time. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment.

The City of Leavenworth is an equal opportunity employer.