



## CITY OF CLYDE HILL JOB DESCRIPTION

**JOB TITLE:** PW Maintenance Worker I / II

**DEPARTMENT:** Public Works

**CLASSIFICATION:** Full-time; Non-exempt

### **GENERAL SCOPE OF WORK**

This position will perform a variety of manual skilled and semi-skilled duties in the maintenance and operation of City-owned property, streetscapes, parks and recreation grounds, and surface water facilities (including man-made and natural retention/detention systems and collection and conveyance systems). This position is also considered an essential element of the City's public safety response during emergencies (natural disasters and extreme weather conditions, etc.) In these events, this position may be required to work on an emergency basis for extended periods or unusual schedules. In performing normal or emergency duties, the applicant will need to demonstrate the proper and safe operation of a variety of heavy and light vehicles, specialized equipment, and/or hand and power tools. This position operates and is responsible for city owned maintenance equipment that may require additional specialized training and/or licensing.

In maintaining and supporting Public Works operations, this position will often work independently, primarily performing on-site and roadside maintenance throughout the City, and at times as a crewmember under supervision. Specific duties may include, but are not limited to:

- cleaning City-maintained pipes, structures, ditches and culverts, often during inclement weather,
- lawn and vegetation maintenance, such as mowing and trimming of bushes and trees,
- sweeping and clearing of paved surfaces (such as trails, sidewalks and parking lots),
- snow and ice removal and mitigation (plowing, sanding and solution application),
- resolving roadway hazards (such as repairing potholes and shoulders),
- removing debris and/or other objects from rights-of-way,
- maintenance of City-owned equipment and facilities, which may include simple repairs, and
- site support (setup and tear-down of equipment) for City-sponsored meetings and/or functions.

The City of Clyde Hill has a strong, supportive, and interdependent team culture, where communication and initiative are critical for success. Because of the limited number of City staff, each staff member is expected to perform a wide range of office and field duties. This position may be required to prepare reports, recommendations, and project updates for presentation to residents, appointed committees, and the City Council, and may be asked to represent the city at a variety of technical workgroup and interagency meetings. The City of Clyde Hill is an at-will employer, and all staff members serve at the pleasure of the mayor.

### **SUPERVISION**

This position works under the guidance of the Crew Lead p and general supervision of the Public Works Director. Specific instructions as to work assignments and timelines for this position are provided both verbally and in writing. This position also operates equipment as needed, such as skid steers, riding mowers and tractors, serving as a fully skilled grounds maintenance worker.

A degree of independent judgment, initiative, and discretion will be required. As needed and when directed, this position may also provide supervision and oversight of volunteers, seasonal and/or contract maintenance workers employed by the City of Clyde Hill.

### **ESSENTIAL JOB FUNCTIONS**

1. Operate city-owned equipment and motor vehicles, hand and power tools, and landscape maintenance tools and equipment;
2. Perform preventative maintenance and minor adjustments / repairs to equipment;
3. Organize and assemble materials and equipment necessary for tasks;
4. Inspect city-owned properties and remove debris and/or obstructions as required, using manual and/or mechanical methods;
5. Perform general janitorial duties in city facilities including the cleaning, maintenance, and restocking of public restrooms;
6. Perform light construction and maintenance functions, including but not limited to painting, carpentry, masonry, and sign installation;
7. Inspect, clean, and repair storm drains and culverts;
8. Mow, weed-eat, and otherwise manage vegetation on city-owned properties, in public rights-of-way and in city-maintained storm water facilities;
9. Clear surface water ditches and swales;
10. Remove trash and debris from roadsides and city-owned properties;
11. Raking leaves, pruning and trimming trees, and repairing fences as needed;
12. Abating graffiti and repairing vandalism;
13. Track time spent on projects / tasks and provide reports as requested;
14. Report for scheduled work with regular, reliable and punctual attendance;
15. Reports back to work when called upon after normal hours as required for emergency work;
16. Utilize proper safety precautions and Personal Protective Equipment (PPE) related to all work performed;
17. Establish and maintain cooperative, effective working relationships with co-workers, and the general public, displaying excellent customer service; and
18. Maintain, disclose and destroy public records in accordance with the requirements of the WA Public Records Act and WA State Archives retention guidelines.

Dependent on experience level and qualifications, additional duties may include:

1. Applying pesticides and fertilizer to landscaped areas;
2. Maintaining turf, trees, shrubs, and fields;
3. Repairing and maintaining irrigation systems, including operation, testing, and troubleshooting;
4. Planting and maintaining flower beds; and
5. Fertilize, aerate, top dress, and dethatch park areas.

Candidates for a Maintenance II position, dependent upon experience, qualifications, and the needs of the department; may be assigned and expected to perform additional duties as an assistant Building Inspector or Storm Drainage Inspector.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed. Reasonable accommodations may be made to enable performance of these essential functions.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

To perform this job successfully, the person in this position must be able to perform each Essential Job Function. The requirements listed below are representative of the knowledge, skills, and abilities necessary to meet the minimum qualifications for this position.

### **Knowledge of:**

- Methods, equipment and materials used in general maintenance and construction work;
- Basic equipment repair and maintenance;
- Techniques and ability to operate and maintain equipment and tools used in the maintenance and repair of park facilities, in a safe, clean and orderly condition;
- Occupational hazards and standard safety practices;
- Plumbing and irrigation systems (basic).
- Electrical, carpentry, masonry (basic).
- Surface water collection systems, piping and basins.
- Landscaping, tree thinning, and maintenance.

### **Skills and Abilities:**

- Value other's input and expertise; acknowledging team members concerns and contributions and supporting team decisions. Work cooperatively with others to achieve objectives.
- Demonstrate and maintain interpersonal skills using tact, patience, and courtesy.
- Ability to work independently and/or with limited supervision or guidance.
- Demonstrate commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Effectively apply the methods, operations and activities of Public Works maintenance programs.
- Operate and repair a variety of equipment in a safe and efficient manner.
- Communicate effectively both orally and in writing.
- Complete assigned tasks with a reasonable amount of direction within a given timeframe.
- Understand and execute written and oral instructions.
- Perform a variety of heavy manual tasks for extended periods of time under varying weather conditions.
- Occasionally lift, push, and pull objects up to 50 pounds alone, and up to 200 pounds with assistance.
- Be at work as scheduled, on time and available to perform assigned duties.
- Work flexible hours, including nights, weekends, stand-by, and emergency call-ins, as needed.
- Observe legal and defensive driving practices.
- Accurately perform basic mathematical computations.
- A sense of humor and positive attitude are essential.

## **MINIMUM QUALIFICATIONS/ACCEPTABLE EQUIVALENCY**

### **Required**

- High school diploma or GED, and
- Related experience in installation, repair and maintenance of parks, roadways, or stormwater type facilities, or
- Any combination of related education, experience, certifications, and licenses that will result in a candidate successfully performing the essential functions of the job.
- Must have a current Washington State Driver's License, a clean driving record, and the ability to operate a City vehicle.

Preferred for Maintenance Worker I / Required for Maintenance Worker II

- Five (5) years of experience in performing a broad range of municipal or public works related maintenance work, to include drainage systems, property maintenance, landscaping and the maintenance of light equipment. Prior experience in parks maintenance and surface water collection systems is highly desirable.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position.

Work will be performed both indoors and outdoors under a variety of weather and environmental conditions, including wind, mud, rain, and snow. Duties are regularly performed alone but may also be performed as part of a work team. Fieldwork, such as site investigations, may require being in proximity to heavy equipment. While performing the duties of this job, the employee may be required to stand or sit, walk on all types of terrain, maintain balance, climb stairs, ladders, and inclines, use hands and fingers to handle, feel or operate objects, tools, or controls, and reach with hands and arms. Hand-eye coordination is necessary to operate computers and a variety of office and/or field equipment. The employee may occasionally be required to balance and walk on scaffolding; stoop, kneel, crouch or crawl; talk or hear. The employee may occasionally be required to lift or move up to 35 pounds with or without a reasonable accommodation. Specific vision abilities required by this job include close vision, distance and depth vision, peripheral vision, and the ability to adjust focus. The employee must be able to operate a passenger vehicle. Attendance at some evening meetings may be required. The work environment is fast-paced and moderate to very noisy.

Flexible schedule options available.

**SALARY & BENEFITS**

Monthly Salary Range: Maintenance Worker I \$4,920 to \$6,408 mnthly (\$28.39 to \$36.97 hrly)  
Maintenance Worker II \$5,721 to \$7,552 mnthly (\$33.01 to \$43.57 hrly)

City-Paid Benefits Include: Employee Health Insurance (90%)  
Non-Spouse Dependent Health Insurance (90%)  
Employee & Dependent Dental Insurance (100%)  
Employee & Dependent Vision Insurance (100%)  
WA State Retirement System (PERS)  
Unemployment and Workers Compensation Insurance  
\$5,000 Life Insurance  
Long-term Disability Insurance  
Employee Assistance Program (EAP)  
11 Paid Holidays and 1 Floating Holiday per year  
10 Paid Vacation days per year (increases with longevity)  
12 Paid Sick days per year

An additional \$974.62 per month (\$11,695.44/year for 2024) is provided to all full-time employees for use in the City's Flexible Benefits Plan (Cafeteria Plan). These funds may be used to cover the employee portion of medical premiums, spousal medical coverage and/or dental premiums, as additional

retirement savings, for use in an FSA or DCSA account, or taken as cash for use at the employees' discretion as allowed by IRS Section 125.

The above job description and conditions of employment do not constitute an employment agreement between the employer and employee and are subject to change by the employer as the needs of the employer and requirements of the job change. Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documentation verifying identity and authorization to be employed in the U.S.

### **APPLICATION SUBMITTAL**

Email your submittal packet consisting of a cover letter, resume, and your responses to the supplemental questions (listed below) to: [cityhall@clydehill.org](mailto:cityhall@clydehill.org).

Submittal packets may also be sent via regular mail or hand delivered to the following address:

City of Clyde Hill  
9605 NE 24th Street  
Clyde Hill, WA 98004

Incomplete submittals may be disqualified. Only those applicants selected to move forward in the process may be contacted.

### **SUPPLEMENTAL QUESTIONS**

The following questions are designed to help you present your qualifications for this position. Your responses to these questions will be used to determine whether you are among the most qualified of the applicants and should continue in the selection process. Responses should be printed legibly in ink or typewritten, complete, and specific. Clarity and completeness of answers are factors, which will be considered in the evaluation process. Address each question separately using additional pages as necessary. Be sure to indicate your name on each additional page. Please note that you must submit a cover letter, resume, along with the completed supplemental questions in order to be considered further in the selection process.

1. Are you authorized to work lawfully in the U.S.?
2. What does serving the public mean to you?
3. What is your definition of "good customer service"?
4. Why are you interested in this position?