

CITY OF MILL CREEK

POSITION DESCRIPTION

POSITION TITLE:	Maintenance Aide - Seasonal	JOB CLASSIFICATION:	Maintenance Aide
DEPARTMENT:	Public Works & Development Services	REPORTS TO:	Public Works Supervisor
SALARY RANGE:	1	FLSA EXEMPT:	No
REPRESENTATION:	Non-represented (temporary position)	Approvals: CM: <i>DeP</i>	date: <i>9.12.2017</i>
		Approvals: HR: <i>Jo</i>	date: <i>9-12-17</i>

GENERAL DESCRIPTION:

Under general supervision, performs routine manual labor tasks involving cleaning and maintenance of City parks, streets and storm drainage. Duties may require operation of a variety of hand and power tools.

ESSENTIAL JOB FUNCTIONS:

1. Performs grounds-keeping and park maintenance tasks, including weeding, removal of brush/debris, litter/garbage control, cleaning restrooms and other similar, routine tasks. May include operating riding mowers and a variety of hand and power tools.
2. Assists with routine street, right-of-way and storm drainage maintenance functions, including operating compressors, pneumatic tools, paint equipment and power tools.
3. Assists full-time staff with setting up and breaking down work zone signing and traffic control on arterial streets.
4. May perform room setup for City and non-City functions at City Hall.
5. Performs other related duties as assigned.
6. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

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.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- General principles of routine maintenance tasks.
- Plants and vegetation commonly used in park and street landscaping.
- Work hazards, safety procedures, traffic work zone signage and OSHA/WISHA regulations.

Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Work well both with other team members and independently to complete daily job assignments efficiently with minimal direct supervision.
- Operate mowers and a variety of hand tools used in park and right-of-way maintenance.
- Operate compressors, pneumatic tools, paint equipment, power tools and other tools and equipment used in street, park and facility maintenance.
- Operate dump, flatbed and other light duty trucks as necessary to perform essential job functions.

- Maintain and make minor repairs to power and automotive equipment.
- Understand and follow oral and written instructions and perform tasks under general supervision.
- Make basic maintenance decisions in the field.
- Communicate information effectively in English both verbally and in writing.
- Lift 40 pounds on a frequent basis.
- Work as part of a team; establish and maintain effective working relationships with co-workers, other agencies, and the public.
- Type at least 10 words per minute; operate a personal computer (PC); use email software.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

MINIMUM REQUIREMENTS:

- Must be at least 18 years of age or older.

Experience and Education / Training:

- High school diploma or certificate of equivalency (GED). General knowledge of tools and equipment, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

Licenses/Certifications:

- Possession of a valid Washington State driver's license and an insurable driving record.

Preferred:

- Some experience as a parks/facilities maintenance worker or closely related maintenance experience.
- Possession of a state traffic flagging card.
- Possession of first aid and CPR card.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.