



CITY OF OTHELLO SEASONAL MAINTENANCE WORKER JOB DESCRIPTION

JOB TITLE:	Seasonal Maintenance Worker	
REPORTS TO:	Public Works Director	
FLSA STATUS:	Non-Exempt	
CLASSIFICATION:	Non-Union	
PREPARED BY:	Public Works Department	DATE: April 28, 2023
APPROVED BY:	Curt Carpenter, Public Works Director	DATE: April 28, 2023
SALARY RANGE:	\$16.00-\$18.00/per hour DOE	

Position Overview

This is a parks maintenance position, performing a variety of tasks, which require proficient equipment operation, skilled tool manipulation and manual labor to maintain the city parks, pool, and other duties as directed.

Essential Duties & Responsibilities

ESSENTIAL ELEMENTS include the following: use hands and fingers to feel, manipulate or move objects, tools, or controls; reach with hands and arms; push, pull and lift objects; stand and/or walk or sit for successive extended periods; ascend or descend ladder; work at elevated heights; work in a space that is very close to the body with restricted movement; peripheral vision, depth perception, and the ability to adjust focus; hearing to distinguish equipment operating levels; ability to apply commonsense understanding to carry out instructions which frequently involve complex equipment to deal with problems involving multiple concrete variables in mostly standardized situations.

GENERAL DUTIES AND RESPONSIBILITIES include the following and other duties as assigned:

- (a) Operates equipment, and hand tools and performs manual labor to maintain grass, shrubs and trees in the city parks and other city owned locations.
- (b) Clean and maintain all city restrooms and park shelters.
- (c) Clean and maintain the city pool.
- (d) Visually inspects equipment at periodic intervals to detect malfunctions or need for repair, adjustment or lubrication, and to assure recommended operating standards are met.
- (e) Maintains equipment by adding greases, oils, and other fluids and performs repairs on equipment as directed.
- (f) Familiarize self and train others in safety related to tools, equipment and construction and maintenance procedures.
- (g) Work Park events in order to assure cleanliness and maintenance of the park, including ball fields and all areas of the parks.

- (h) Maintain daily time sheet and work order reports.
- (i) As other duties assigned.

PRIMARY DUTIES AND RESPONSIBILITIES include indicated among the following and other duties as assigned:

- (a) Maintains parks and right of ways by performing the following: mow lawns; trim and edge around walks, flower beds, and walls; prune shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs; clean grounds and remove litter; remove/pull and spray weeds; plant grass, flowers, trees, and shrubs; water lawns and shrubs as needed; maintain and repair irrigation system; repair fences, gates, walls and walks; maintain outbuildings and ball fields; maintain, repair and install playground equipment, paint park shelters, tables and restrooms.
- (b) Assists in the maintenance and repair of the municipal pool by performing the following: clean and maintain the facility, including the pool buildings and the grounds around the pool.

Knowledge, Skills and Abilities

LANGUAGE SKILLS: Ability to read and comprehend instructions, short correspondence, memos and reports that may provide technical information. Has the ability to write simple correspondence. Has the ability to present information in one-on-one and small group situations of other employees of the organization. Language written and spoken is English. Bilingual is helpful.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in units of American standard measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to apply commonsense understanding to choose an appropriate method or procedure to carry out instructions furnished in written, oral, or diagram form, and discerns that the work complies with prescribed standards. Ability to examine and interpret data, search for additional data, summarize and draw conclusions.

EQUIPMENT OPERATING SKILLS: Ability to perform operations using tools, machines and equipment common to this department, including various ground maintenance equipment. These would include such items as lawn mowers, a rake-o-vac and a gator. Machine and equipment skills must be sufficient to use the equipment in the manner it was made for, along with moving, positioning and performing major and minor tasks in a safe and efficient manner. Tool skills must include choosing a suitable tool and accomplishing work in strict conformance with departmental standards.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to use hands and fingers, to handle, or feel objects, tools, or controls; and to reach with hands and arms. The employee is frequently required to stand and/or walk for a two-hour period or sit for a two-hour period. The employee is occasionally required to climb a ladder to ascend to work at elevated heights or descend to work below ground level. The employee must occasionally push and pull objects weighing in excess of 60 lbs. and regularly lift 30 lbs. or more with assistance. Specific vision abilities required by this job include peripheral vision, depth perception, and the ability to adjust focus. Employees must be able to hear and distinguish equipment-operating levels, warning devices and communication equipment.

Work Environment

While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places, and narrow spaces that allow only minimal body movement, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

Supervision received: Employee is provided verbal or written instruction describing task and desired result of performance. Technical advice is provided for difficult or unusual problems. The employee will often be working without direct supervision and must be able to do all required tasks with little to no supervision.

Supervision given: Employee responsibilities may require directing the work of others.

Education, Experience and Other Requirements

Preference of one to three years related training or experience with landscaping, grounds-keeping, park equipment operation and tool use.

Licensing and Certification requirements: Valid Washington Driver's License or ability to acquire and a driving record acceptable to the City's insurance carrier.

Must be able to pass a background check and drug screening.

Verification of identity and United States work authorization must be completed as required by the Immigration Reform and Control Act.

Additional Information

The City of Othello is an Equal Opportunity Employer.

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position.

The employment application is available at <https://www.othellowa.gov/jobs>

Employee Signature: _____

Date: _____