



City of Cle Elum

POSITION DESCRIPTION
NOVEMBER 2023

POSITION TITLE: TEMPORARY - HEAVY EQUIPMENT OPERATOR / MAINTENANCE WORKER

REPORTS TO: Reports directly to the Public Works Director under the guidance of State and City regulations and procedures. Also maintains a close working relationship with other city personnel.

SALARY RANGE: \$24.36 to 29.61 per Hour

STATUS: Full Time
(For 5 months)

AFFILIATION: Union

WORKWEEK BASIS: 40 (for 5-months)

JOB SUMMARY: Operates a variety of equipment in the construction, maintenance, repair and replacement of City streets, sidewalks and right-of-ways. Performs the regular and recurring installation, repair and maintenance work in the streets, water supply distribution, sewer collection system and parks division.

TEMPORARY HEAVY EQUIPMENT OPERATOR / MAINTENANCE WORKER ESSENTIAL JOB FUNCTIONS:

1. Inspect and/or repairs reservoir, meters, streets, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.
2. Maintain a variety of records related to inspections, maintenance activity, water supply, consumption, etc.
3. Determines and marks the locations of street light wiring, water, wastewater, storm drain lines from the appropriate sources prior to excavation.
4. Respond to complaints regarding functional areas such as street conditions, street signs, waste water system problems, traffic signals and street lighting, water leaks, pressure loss and no water; evaluates situation; explains findings to Field Supervisor and/or Public Works Director.
5. Contacts residents and business owners in areas where service interruptions will impact them; represents the city in a positive manner in these situations.
6. Insures the proper maintenance of equipment and tools by cleaning and inspecting equipment after each use.
7. Drives trucks and various sizes and weights in the loading, hauling and unloading of equipment, gravel, sand, concrete, asphalt, rock base and other materials as needed to complete assigned projects.
8. Performs routine inspections and preventative maintenance on assigned equipment and refers defects and needed repairs to the shop mechanic; cleans equipment and other city owned vehicles.
9. Performs all duties in conformance to appropriate safety and security standards.
10. Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying pipe, trenching and backfilling.
11. Mowing, weeding, tree and shrub trimming as needed in the city parks and ball fields.
12. Snow removal as needed using road graders, truck mounted snow plows and sanding units.

NECESSARY KNOWLEDGE:

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 held tools including motorized, pneumatic and hydraulic equipment;
 - standards related 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, water mains, lines and related facilities; pipe fittings and cement work; preparation and operation of spray painting equipment; methods of fabricating and installing street signs.

- Skills in operation of listed tools and equipment.

NECESSARY ABILITIES:

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 blue prints; to understand and carry out written and oral instructions.
- Operate Pickups, Trucks and moderately light power-driven equipment when assigned.
- Use the hand and power tools and equipment required in general building and grounds maintenance work.
- Perform heavy manual labor for extended periods under sometimes unfavorable conditions.
- Read and write for successful job performance.
- Understand and carry out oral and written directions.
- Work cooperatively with other employees and the public.
- A moderate degree of independent judgment, initiative and discretion.
- Maintain confidential data and information.
- Analyze and solve problems.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- At least 2 years' experience working in a related field.
- Experience in running a dump-truck, grader, and wheeled loader.
- Valid Washington State Driver's License.
- CDL Endorsement.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Must have the ability to sit, stand, walk, climb, stoop, kneel, crouch, bend, crawl, grasp; use hands to finger, handle, feel or operate objects, tools or controls; and reach with arms and legs. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Must be able to work extended hours including evenings, weekends and holidays. Some duties may have exposure to chemicals, gases and/or raw sewage.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibrations. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The employee may be required to work night, early morning and/or weekend hours depending on workload factors in addition to normally scheduled work hours.

The noise level in the work environment can be loud.

NOTICE:

The above position description does not include ALL essential and non-essential duties of this job. All employees with disabilities are encouraged to contact the personnel department to review and discuss the essential and non-essential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if the essential functions can be performed safely with or without reasonable accommodations.

This Temporary job has no benefits.

The City of Cle Elum is an Equal Opportunity employer.