

## **City of Omak**

Duration: Full time  
Job Title: Public Works Utility Worker  
Rate: \$20.98/hour - \$22.19/hour after 6 months probationary period  
Department: Public Works Department  
Reports To: Assistant Public Works Director  
Closing Date: Open until filled  
Date Job Description Approved and Posted: August 25, 2022

### **Overview of the Position**

Position will assist the various departments within the City of Omak Public Works Department with routine cleaning and maintenance. Departments include Grounds, Streets, Sewer, Water, Facilities, Airport and Equipment Rental.

### **Wages and Benefits**

- Starting wage is \$20.98 per hour going to \$22.19 per hour after probationary period.
- Per current union contract medical, dental, and vision insurance premiums for the employee are paid 100% and 70% premium paid for family.
- 2 weeks paid vacation each year for the first four years
- 8 hours sick leave each month
- Per current union contract CDL endorsements, work shirts, coat and training is paid for by the City.

### **Responsibilities/Duties**

Successful applicants will be assigned to the various departments by the Assistant Public Works Director on an as needed basis. The Department will provide adequate tools and instruction to complete tasks. Tasks are to be carried out in safe and timely manner, to the satisfaction of the Department.

Duties will include: Cleaning of the public restrooms, mowing, landscape maintenance, irrigation repair, excavation, painting, garbage pick up, light construction, sewer collection and maintenance, water distribution, Street maintenance, Snow removal, and other municipal tasks. Worker will be required to make proper documentation of daily tasks.

## **Work Schedule**

Standard work will be 40 hours per week, including Saturday and Sunday

## **Desired Abilities**

Ability to perform heavy manual labor work under adverse and varied climatic conditions; ability to follow specific oral and written instructions; ability to read, write, and perform mathematical calculations required as needed by the position; ability to work independently with minimal direct supervision; ability to learn to operate all equipment and perform all duties required of the position within the prescribed probationary period; ability to work effectively with fellow employees and the general public; ability to accurately and legibly document completed work.

Applicant will be required to operate the following tools and Equipment:

- Dump Trucks & Plows
- Backhoe and Excavation Equipment
- Water Truck
- Street sweeping and repair Equipment
- Vac Truck
- Sewer cleaning and Inspection Equipment
- Large grass mowing machines & Tractors
- various small tools
- Computers

## **Qualifications**

Applicant must have possession of a valid WA State and must have a high school diploma or equivalent, a Class B driver's license with airbrakes and tanker endorsement is recommended. Employee will be required to take and successfully pass a pre-employment alcohol and controlled substances test as part of the pre-employment process. Please attach a copy of Washington Drivers License.

## **Probationary Period**

In order to experience the full range of responsibilities and duties, the employee will serve a review and evaluation period of not less than 6 months.. The employee's direct supervisor will establish exact duration of probationary period. Employee will be required to have a Class B driver's license with air brakes by the end of the probationary period.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to perform repetitive manual labor, and will experience extended periods of sitting while operating equipment.

### **Environmental Conditions**

Most work is typically performed in an outdoor environment, regardless of the weather. The employee will be exposed to fumes, chemicals, and/or toxic substances. High levels of noise and vibrations from equipment will be experienced.

### **Other**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The City of Omak is an equal opportunity employer. Proof of US citizenship is necessary.

### **Acknowledgement**

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description or by the completion of any requirement of the job by the employee is intended to create a contract of employment of any type.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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www.omakcity.com  
Hearing Impaired - call WA Relay Services 7-1-1

## Employment Application PUBLIC WORKS UTILITY WORKER Position Open Until Filled

### Personal Profile: (please print)

_____	_____	_____
Name	Work Phone	Fax
_____	_____	_____
Mailing Address	Home Phone	Cell Phone
_____	_____	_____
City, State, Zip	E-mail	

### Education:

Please include all college and university attendance and other relevant education. Attach additional information if applicable.

_____	_____	_____
Institution Degree/Date	Location	Major
_____	_____	_____
Institution Degree/Date	Location	Major

### Certifications:

Please provide information regarding any certifications or qualifications you may have that are pertinent to this position.

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Employment History: Beginning with current employer, and working back ten years, please list:

**NAME & ADDRESS OF EMPLOYER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of business:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Dates of employment: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Full-time** \_\_\_\_      **Part-time** \_\_\_\_      **Voluntary** \_\_\_\_

**Title:** \_\_\_\_\_  
**Duties:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of supervisor:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

Employment History continued:

**NAME & ADDRESS OF EMPLOYER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of business:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Dates of employment: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Full-time** \_\_\_\_      **Part-time** \_\_\_\_      **Voluntary** \_\_\_\_

**Title:** \_\_\_\_\_  
**Duties:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of supervisor:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**NAME & ADDRESS OF EMPLOYER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of business:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Dates of employment: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Full-time** \_\_\_      **Part-time** \_\_\_      **Voluntary** \_\_\_

**Title:** \_\_\_\_\_  
**Duties:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of supervisor:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**NAME & ADDRESS OF EMPLOYER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of business:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Dates of employment: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Full-time** \_\_\_      **Part-time** \_\_\_      **Voluntary** \_\_\_

**Title:** \_\_\_\_\_  
**Duties:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of supervisor:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

If additional space is needed, please continue on a plain paper.

Have you been arrested or convicted of a criminal offense (excluding minor traffic offenses). If yes, please explain the circumstances:

\_\_\_\_\_

Availability: \_\_\_\_\_

Is there a current employer that you do not wish us to contact unless you are a finalist?

YES\_\_\_\_ Employer: \_\_\_\_\_ NO \_\_\_\_\_

How would you like us to contact you?

\_\_\_\_\_

**Please attach a copy of driver's license for background investigation.**

I certify that all statements on my application and other materials are true to the best of my knowledge. I understand that falsification or omission of information relevant to employment or failure to fully complete the application form may disqualify my application. I agree and give my consent that if I am a semifinalist that any person, firm, or organization listed herein is authorized to furnish the City of Omak with reference material concerning my character, past employment or any other information requested. I understand and agree that the hiring agency or its agents retains the right to determine the fitness and adaptability of applicants for employment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

References: Please list six references including supervisors, employees, and peers:

Name	Relationship	Reference Contact Phone Number

RETURN APPLICATION TO:

CITY OF OMAK  
P.O. BOX 72 2 NORTH ASH  
OMAK, WA 98841