

JOB TITLE/ASSIGNMENT

EMPLOYER: City of Omak
JOB TITLE: Public Works Utility Worker
DEPARTMENT: Public Works
REPORTS TO: Assistant Public Works Director
RATE (2024): \$ 24.96/hr - \$ 26.40/hr (after probationary period)

OVERVIEW OF THE POSITION

This is a labor intensive position. The person in this position is responsible, as part of the Public Works crew, for the general maintenance, repair, and operation of the many faceted public works operations within the City of Omak. These operations include: road and street maintenance, parks and recreation, water utility services, sanitary sewer services, airport services, storm drain services, and cemetery operations.

This position is directly responsible to the Assistant Public Works Director, and his supervisor, the Public Works Director.

OVERVIEW OF BENEFITS

Medical, Dental and Vision insurance 100% of employee premium for employee and 70% of dependents premium, EAP, State retirement, life insurance, Basic Life, AD&D and VEBA account.
Two weeks paid vacation for the first year (accrual increases after one year).
Eight hours sick leave per month.
CDL endorsement, work shirts and training paid by the city along with a \$250 per year allotment for work boots.

RESPONSIBILITIES/DUTIES

- Maintains parks and other public areas by watering, planting and fertilizing grass; trim, mow, weed and perform litter control in parks and other public areas; police public areas to identify and remove safety hazards and ensure proper maintenance of facilities and recreational areas for special events and daily use; assist in the repair and maintenance of various underground sprinkler systems and irrigation pumps; maintenance of buildings, fences, park amenities, (playground equipment, benches, etc.) ball fields, courts and arena grounds; operation of riding lawn mowers
- Replace, repair, relocate or install water and sewer lines; including all required manual labor necessary to complete the process; maintain all water and sewer systems according to City standards
- Maintain and repair all City streets, including cleaning, patching, traffic control painting, (curbs, crosswalks, etc.) plowing in winter, ice control and snow clearing.
- Maintain and keep clear all City storm drain systems
- Maintain, mow, irrigation repair and replacement, perform burial and headstone placement services, and citizen interaction at the Omak Cemetery
- Airport taxiway and parking clearing, snow removal, maintenance of terminal building, citizen interaction
- Maintain all City-owned buildings and properties
- Must be able to use various handtools, perform routine equipment maintenance, advising supervisor of mechanical or operational problems
- Employee must be able to operate a motor vehicle, as in a car, van, or truck; and the ability to competently operate heavy equipment such as dump trucks, loaders, etc.
- Performs all related work and overtime required in the Public Works Division

WORK SCHEDULE

This is not an exempt position and is covered by the Fair Labor Standard Act or Washington Minimum Wage Act overtime provisions. The normal work schedule is 40 hours per week, including Saturday and Sunday; Exact schedule may be flexible, depending upon work requirements, time of year and emergency situations. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

EMPLOYMENT STANDARDS

To perform this job successfully, the person in this position must be able to perform each essential duty 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:

- Ability to perform heavy manual labor under adverse and varied climatic conditions;
- Ability to read and write the English language, be a U.S. citizen, and perform mathematical calculations;
- 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 probationary period;
- Ability to learn to read blueprints dealing with related functions;
- Ability to work effectively with fellow employees and the general public;
- Possession of a valid Washington State driver's license along with a current Class B CDL endorsement;
- Possession of a high school diploma or GED equivalence;
- This is a union position and the employee will be required to take and successfully pass a pre-employment alcohol and/or controlled substance test; and subsequent random testing thereafter;

Driving record must, for a period of three years immediately preceding employment or any date during employment thereafter, be free of any convictions for the following: 1) reckless driving; 2) hit and run; 3) driving under the influence of alcohol or drugs.

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 12 months. The employee's direct supervisor will establish exact duration of probationary period.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENDURANCE - MOVING ABOUT: Frequently (1/2 to 2/3 of the time) Move from location to location.

ENDURANCE - OVERALL STRENGTH: Medium to heavy work. Exerts force and or lifts or carries objects weighing up to 50 pounds often and up to 20 pounds frequently.

WALKING: Occasionally (up to 1/3 of the time) Move about on foot

SITTING: Occasionally (up to 1/3 of the time) Remain in a seated position.

LIFTING/CARRYING: Occasionally- Occurs on every shift. Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry (transport) an object, usually holding it in the hands or arms, or on the shoulder.

PUSHING/PULLING: Occasionally- Occurs on every shift. Push by exerting force on an object so that it moves away from the force or worker (including slapping, striking, kicking, and treadle actions); and/or pull by exerting force on an object so that it moves towards the force or worker.

CLIMBING: Occasionally (up to 1/3 of the time) Ascend or descent stairs, ladders, scaffolding, and the like using the feet and legs and/or hands and arms, at times carrying objects.

BALANCING Occasionally- Occurs on every shift. Maintain body equilibrium to prevent falling when walking, standing, crouching, or otherwise moving on dangerous or unstable surfaces.

HANDLING: Seize, hold, grasp, turn or otherwise work with the hand or hands, and maintain physical control of equipment or apparatus.

PHYSICAL ABILITIES

FINE MOTOR SKILLS: Occasionally- Occurs on every shift.

TALKING: Occasionally - (up to 1/3 to 2/3 of the time) Express or exchange ideas by means of the spoken word to impart oral information to the public and convey detailed spoken instructions to other workers accurately, loudly, or quickly.

HEARING: Constantly (2/3 or more of the time) Perceive the nature of sounds by the ear.

SEEING: Constantly (2/3 or more of the time) Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects.

ENVIRONMENTAL CONDITIONS

The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be to enable individuals with disabilities to perform the essential functions.

LOCATION: Work is typically performed in an outdoor environment, regardless of the weather conditions.

STAIRS/STEPS: Periodic - does not occur on every workday. Ascend or descend stairs, steps, or similar uneven surfaces to access any required work area or other area related to functioning in the workplace.

TEMPERATURE CHANGES: Periodic - does not occur on every workday. Endure variations in temperature that are sufficiently marked and abrupt to cause noticeable bodily reactions.

WET CONDITIONS: Occasionally (up to 1/3 of the time) Endure contact with water or other liquids.

NOISE/VIBRATION: Occasionally (up to 1/3 of the time). Endure sufficient noise, either constant or intermittent to cause marked distraction or probable injury to the sense of hearing, and/or sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.

TOXIC CONDITIONS: Periodic - does not occur on every workday. Endure exposure to toxic dust, fumes, gases, vapors, mists, or liquids that cause general or localized disabling conditions because of inhalation or action on the skin.

OTHER

CONDITION OF EMPLOYMENT: Beyond the established and prescribed Review and Evaluation period, all positions with the City of Omak are terminable at the will of the City, within the guidelines of the Municipal Code and as provided by law.

ACKNOWLEDGMENT

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.

EMPLOYEE SIGNATURE

Date:

Job Description Approved By:

Public Works Director

Date

City Administrator

Date