

City of Forks

JOB: Utilities/Maintenance Worker

Status: Full Time

Salary Range: 3A-3F

ESSENTIAL DUTIES:

Under the direction of the Public Works Director

- Maintains, installs, and repairs the city's locking systems on all buildings and properties
- Operate all equipment including, backhoe, dump truck, boom/bucket truck, tractors, and mowers
- Maintain, inspect, and repair park equipment, park grounds, park facilities and ballfields
- Maintain and mow the Forks Airport and Quillayute Airport
- Back-up operator for the Wastewater Plant
- Read water meters on a monthly basis
- Street sign installation and repair
- Ditch mowing around the City of Forks
- Installation of seasonal Pole banners and 101 banners

OTHER DUTIES:

- Operate hand tools, chainsaws, weed eaters, and mowers
- Monthly water shut off list
- Assist in water testing as needed
- Order and inventory parts
- Annual sewer collection system wash down and inspection
- Participate in a weekend rotating roster for on-call phone
- Plowing snow and sanding roads
- Assist the water, sewer and street departments as needed
- Additional duties as assigned by the Public Works Director

KNOWLEDGE AND ABILITIES:

- Use of equipment and tools
- Maintain safe working conditions
- General maintenance knowledge
- General grounds maintenance knowledge
- Meet schedules and timelines
- Maintenance of vehicles and equipment
- Customer/Public relations

PREFERRED/DESIRED QUALIFICATIONS:

- Small engine maintenance knowledge
- Supervisory/Leadership skills
- CDL Class A
- Flagger's card
- Wastewater Treatment Operator License
- Water Distribution Operator License

EDUCATION AND MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Valid unrestricted Washington State Driver's License
- General maintenance experience

WORKING CONDITIONS:

- Be able to work in secured locations to include the City of Forks Police Department Corrections Facility, and with inmates both inside and out of said facility.
- Able to perform the duties of this position outdoors in all terrain and all weather conditions, with or without reasonable accommodations.
- Able to work around raw sewage

PHYSICAL DEMANDS:

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

- Able to bend, twist, walk and/or climb
- Lift up to 50 pounds
- Stand for extended periods of time
- Able to handle the driving of mechanical equipment for long durations