

## City of Forks

**JOB: Utilities Worker/Community Service Lead**

**Status: Full Time**

**Salary Range: 4A-4F**

### **ESSENTIAL DUTIES:**

Under the direction of the Public Works Director, leads, instructs and trains community service crews to safely and effectively maintain city properties and assets including, but not limited to, streets, grounds, buildings, equipment, recreation equipment, and parks. Specific duties include mowing, weed eating, trash pickup, garbage can pick up, pothole repair, testing, and utility maintenance. Responsible for training inmates on the proper and safe use of hand tools, chainsaws, weed eaters, and mowers. Assist in public works department duties and be available for weekend rotating roster for on-call phone.

### **OTHER DUTIES:**

Operate heavy equipment to include lawn mowers, snowplows, dump trucks, sweepers tractors, and backhoes. Operate hand tools, chainsaws, weed eaters and mowers. Assist in cleaning of city facilities and garbage removal from city facilities. Perform maintenance on small engines and inspections of equipment and vehicles. Water Department duties include the reading and, repairing of water meters. Airport duties include checking lights, mowing and ensuring proper condition of the runways. Street Department duties include repairing pot holes, painting lines, installing hydrant markers and repairing street signs. Responsible for other similar duties as assigned. Must be available to participate in a weekend rotating roster and carry an on-call phone for rotating weeks.

### **KNOWLEDGE AND ABILITIES:**

- Use of equipment and tools
- Maintain safe working conditions
- General maintenance knowledge
- General grounds maintenance knowledge
- Able to lead community service crew
- Plan and organize work

- Meet schedules and timelines
- Maintenance of vehicles and equipment
- Able to assign work
- Customer/Public relations

**PREFERRED/DESIRED QUALIFICATIONS:**

- Small engine maintenance knowledge
- Supervisory/Leadership skills
- CDL Class A
- Flagger's card

**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.

**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