

## **City of Forks**

**JOB: Utilities Worker**

**Status: Full Time**

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

### **DUTIES:**

Under the direction of the Public Works Director

- Operate all equipment including, backhoe, dump truck, boom/bucket truck, tractors, and mowers
- Maintain City properties and assets including, but not limited to, streets grounds buildings, equipment, recreational equipment, and parks.
- Trash pick up
- Pothole repair
- Assist in testing for water and sewer
- Reading water meters monthly
- Street sign installation and repair
- Ditch mowing and weed eating around the City of Forks
- Installation of seasonal Pole banners and 101 banners
- Operate hand tools, chainsaws, weed eaters, and mowers
- Monthly water shut off list
- Order and inventorying parts
- Annual sewer collection system wash down and inspection
- Participate in a 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
- Maintain and mow Forks Airport and Quillayute Airport
- Maintain, inspect, and repair park equipment, park grounds, park facilities and ballfields

**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 certification
- Water Distribution Operator certification

**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