

Employment Opportunity

The City of



Invites Applications for

Seasonal Laborer Public Works and Community Services/Parks Departments

SALARY RANGE: \$10 - \$13/Hour. FLSA Non-Exempt, overtime eligible. Each position is temporary and is expected to last no more than 5 months. These positions are considered ineligible for City sponsored benefits.

APPLICATION DEADLINE: Open continuously to fill positions throughout the spring and summer season in the Community Services/Parks (4 positions) and Public Works Departments (10 positions). Please submit application by **April 9, 2010 at 5:00 p.m.** to assure consideration in the first review.

TO APPLY: Submit a City employment application form (*required*) and letter of interest to: Jenna Young, Human Resources Officer. A copy of the City's employment application can be found online at: www.ci.bonney-lake.wa.us or at Bonney Lake City Hall. Email questions to: youngj@ci.bonney-lake.wa.us

GENERAL PURPOSE: Primarily responsible for maintaining City properties and utilities in a clean and safe manner suitable for general public use. Performs a variety of specific and non-specific duties and responsibilities intended to maintain the City's facilities for the benefit of the City and its citizens.

DESIRED QUALIFICATIONS: **Education and Experience:** Prefer high school education or GED and experience with a variety of tools and equipment (see job description for more detail). **Licensing and Certifications:** Applicants must be 18 years of age or older at time of hire. Must possess a valid Washington State Driver's License and a driving record acceptable to the City's insurance carrier. Flagger's Card, preferred. **Necessary Knowledge, Skills and Abilities:** Ability to work effectively with peers, and follow oral and written instructions; must meet the physical requirements of the positions; ability to lift or carry up to 51 pounds; ability to stand for long periods of time; some knowledge of mechanics and ability to use mechanical tools preferred.

Position Opened: March 19, 2010

Position Closes: Open Continuously through September 2010

The City of Bonney Lake is an Equal Opportunity Employer

19306 Bonney Lake Blvd. • PO Box 7380 • Bonney Lake, WA 98391 • Ph: (253) 862-8602 • Fax: (253) 862-8538



POSITION DESCRIPTION

Class Title: **Seasonal Laborer -
Maintenance Worker Aide**

Job Code Number:

Department: Public Works

Grade Number: N/A

Union: N/A

FLSA Status: Non-Exempt

Date: May 3, 2005

Location: Various

GENERAL PURPOSE

Primarily responsible for maintaining City properties and utilities in a clean, safe and manner suitable for general public use. Perform a variety of specific and non-specific duties and responsibilities intended to maintain the City's facilities for the benefit of the City and its citizens.

SUPERVISION

Perform assigned work under the general supervision of a Public Works Lead.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties and responsibilities below are representative of those to be performed and are not all inclusive. Other job-related duties may be assigned.

- Installing and maintaining/repairing water mains and fire hydrants, leaks or other defects in the City's water delivery system.
- Installing sewer lines, storm drainage equipment, digging ditches, cleaning and maintaining lift station pumps and sewer tanks, repairing underground sewer lines as needed.
- Paving and repairing streets and roads, repairing or replacing street signs, flagging traffic.
- Building and repairing park structures and other municipal facilities, mowing and landscaping City parks, storm ponds and public grounds, installing underground irrigation systems, cleaning, painting and performing routine maintenance to public areas as required.
- Operating a variety of light equipment, jackhammers, forklifts and hand tools as duties require.
- Collect boat launch fees, keep accurate records, be able to give accurate change. Extensive public contact required.
- The employee has routine contact with the public and other departments.

MINIMUM QUALIFICATIONS

Education and Experience:

Necessary Knowledge, Skills, and Abilities:

- Valid Washington State driver's license and a driving record acceptable to the City and the City's insurance carrier is required.
- Ability to follow oral and written instructions.
- Ability to work well with others.

PREFERRED QUALIFICATIONS

Education and Experience:

- High School Diploma or GED is desired.
- Flaggers card desired.
- Forklift certification desired.
- Knowledge in the use of light equipment and hand tools is desired.

Necessary Knowledge, Skills, and Abilities:

- Class B CDL is desired.
- Ability to make accurate arithmetic computations and perform cashier duties.

SPECIAL REQUIREMENTS

- Some assignments may require minimum age of 18 years.

TOOLS AND EQUIPMENT USED

A variety of hand tools.

PHYSICAL DEMANDS

The physical demands and work environment 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.

- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, the ability to adjust focus and discern colors.
- The employee may be required to push, pull, lift, and/or carry up to 51 pounds.
- The noise level in the work environment is usually moderately loud to noisy when in the field.
- Work may require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl and work in confined spaces.
- The employee may be required to work in outside weather conditions, in wet and/or humid conditions, at heights, near moving mechanical parts and traffic, fumes, airborne particles, and/or toxic or caustic hazardous chemicals, or near risk of electrical shock and/or vibration.

WORK ENVIRONMENT

Work is performed indoors and outdoors. The employee is frequently exposed to noxious odors, chemical fumes and liquid solvents and all types of weather conditions. In addition, the maintenance worker may need to wear protective clothing and equipment to perform required duties.

DISCLAIMER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.