



## JOB DESCRIPTION

**TITLE:** **SEASONAL UTILITY WORKER – TEMPORARY**  
**STATUS:** **FLSA Non-Exempt/Non PERS**  
**GRADE:** **Hourly**

### **JOB SUMMARY:**

This temporary position may be assigned to Maintenance and Operations or the Wastewater Treatment Plant. This position will support regular district employees by assisting with routine maintenance for the offices, grounds and vehicles, and courier and flagging services. Work is performed primarily during the summer months.

### **REPORTING RELATIONSHIPS:**

This position reports to the Field Operations Manager. This position does not supervise other positions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential duties and responsibilities for this position include the following list provided below. In addition, this position is expected to perform other duties (not specifically noted below) as assigned.

- Assists in the grounds maintenance at Maintenance & Operations (M & O), Administration Office, and Wastewater treatment plant offices, around tanks, reservoirs and pump stations. Pulls weeds, clears debris, and mows grass. Cleans buildings and parking lots.
- Assists M & O crews with field maintenance and operations, including meter installations, Right-of-Way (ROW) clearing, worksite traffic control, water/wastewater line maintenance and installation.
- Assists with cleaning, washing, and fueling District vehicles as needed.
- Provides traffic control for M & O Department crews
- Provides maintenance and upkeep at District facilities including scraping, painting, and trash and recycling collection.
- Assists treatment plant operators in equipment repair and maintenance.
- Collects samples throughout the treatment plant for lab analysis.
- Assists treatment plant operators, for learning purposes, in the performance of lab tests and associated performance calculations.
- Assists with maintenance and upkeep of the office by cleaning, sweeping, mopping, dusting and washing. Will move boxes of supplies and replenish supplies as needed.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Building and grounds maintenance practices, principles, and techniques; and
- Safety practices and procedures applicable to area of assignment.

**Skills in:**

- Operating a variety of hand and power tools such as lawnmower, riding mower with towing trailer, blower, weed eater, and sprayer;
- Maintaining, cleaning, and fueling vehicles;
- Establishing and maintaining effective interpersonal relationships with all organizational levels, District customers, and the public; and
- Effective and appropriate communication and interpersonal skills as applied to interactions with co-workers, supervisors, and the general public in order to exchange or convey information and to receive work direction.

**Experience/Education:**

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Experience in cleaning and maintaining an office and grounds; experience with various hand and power tools.

**Education:**

High School Diploma or General Equivalency Diploma (GED).

**Licensing Requirements**

Possess and maintain:

- Valid Washington State Driver's License
- Industrial First Aid Card preferred (District training may be provided)
- Certified Flagger preferred (District training may be provided)

**WORKING CONDITIONS:**

Water distribution and Wastewater collection duties are primarily performed in the field with the maintenance crews where there is exposure to varying weather conditions, automobile traffic, hazards from operating various hand and power tools and equipment, loud noises, and noxious fumes. Duties involve exposure to various cleaning agents and solvents. Groundskeeper positions primarily work in and around the offices and grounds. Work requires travel to various work sites throughout the District.

**PHYSICAL REQUIREMENTS:**

This position regularly requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, and repetitive motions.

**Lifting/Exertion Requirements:**

Incumbents in this position will be required to exerting up to 75 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force consistently to move and/or transfer objects to different locations.