



Job Title:	Seasonal Maintenance Worker		
Department/Group:	O&M	FLSA Status:	Non-Exempt
Reports To:	Department Supervisors	Position Type:	Full-time/Seasonal
FLSA:			
<p>Non-Exempt (employee is eligible for overtime/compensatory time in accordance with Federal Fair Labor Standards Act, State Minimum Wage Act).</p> <p>The Seasonal Maintenance Worker provides regular and recurring installation, repair and maintenance work in the water distribution and sewer collection systems with frequent supervision. Performs manual labor, reads water meters, provides general maintenance for the District’s grounds, facilities, and vehicles. Assignments generally include the use of standard hand, long handled, and power tools and may require intermittent operation of a utility truck. This position also requires the ability to be assigned to and respond to off-hour emergency response work. This position is a temporary, seasonal position not eligible for State PERS retirement or other District benefits.</p>			
Essential Duties and Responsibilities:			
<p>The following statements reflect the general duties and responsibilities of this position but should not be considered an all-inclusive listing. The employee is also expected to meet the performance standards developed for this position and the District’s standards for interpersonal and team behaviors, customer contacts, and supervision.</p> <ul style="list-style-type: none"> • This is a safety sensitive position. • Installs, services and repairs District water and sewer facilities; including but not limited to, water and sewer mains, raking, pruning, mowing, and manual landscaping. • Washes and cleans District vehicles and equipment. • Assists in flushing water lines and hydrants. • Assists with installs, repairs, and maintains water system valves, water meters, and fire hydrants. • Services and maintains small tools and equipment. • Conforms to work site safety regulations and procedures during field operations; including, but not limited to, traffic zones, confined space entry, safety equipment usage, excavation planning and execution, in equipment usage compliance with Federal and State regulations. Provides traffic zone control (Flagging) as required. • Works with other District staff to perform service disconnection, water meter lock outs, and reconnections. • Perform related duties as required and assigned. • Operates vehicles, small tools and other District equipment. 			
Work Schedule:			
The Seasonal Maintenance Worker’s work schedule is based on the District’s regular office hours.			

Travel:

Infrequent, offsite meetings, training, and conferences.

Qualifications:

Experience/Education:

High School Diploma or GED required.

Licensing Requirements:

- Pass a Background Investigation.
- Maintain a level of physical and mental fitness necessary to perform the essential functions of the position.
- Have a valid Washington State Driver’s License and driving record acceptable to the District.
- Be legally able to work in the United States.

Knowledge, Skills, and Abilities:

Knowledge of:

- Knowledge of word processing, email, spreadsheet, and databases programs (i.e., Word, Excel, Outlook, and Access).

Skills & Abilities in:

- Excellent skills in communication and customer service.
- Ability to establish relationships with District personnel at all organizational levels to perform your work.
- Ability to follow oral and written directions.
- Ability to operate computer, copy/fax machines, calculator, and other standard office equipment.
- Ability to manage multiple projects concurrently under difficult deadlines.
- Ability to exercise discretion, tact, courtesy, and patience with difficult internal and external customers.
- Ability to understand, read, speak and write English.
- Ability to work overtime if needed.

Work Environment:

Environment: Standard office setting; frequent interaction with District staff and the general public; exposure to moderate noise levels.

Physical: Incumbents require sufficient mobility to work in an office setting; walk, stand, or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; to stoop, kneel, or crouch; light lifting and carrying; ability to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

Tobacco Free: The Silver Lake Water and Sewer District is a tobacco-free environment within District-owned facilities. The District’s policy is to hire only non-smokers, non-chewing tobacco, and non-vapor users.

Drug Screening: All candidates who receive an offer of employment for a safety sensitive position

will be required to undergo testing for commonly abused controlled substances in accordance with the District's policy.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Reviewed By:		Date:	
Approved By:		Date:	