

JOB DESCRIPTION  
CITY OF WHITE SALMON

**POSITION:** Public Works Maintenance Worker – Entry Level  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Public Works Operations Manager  
**EFFECTIVE DATE:** Adopted March 4, 2020  
**FLSA STATUS:** Non- Exempt  
**SALARY RANGE:** Maintenance Worker – Entry Level  
Step 24 Range 1-5 DOQ

This is a full-time hourly union position requiring 40 hours per week. Any work in excess of 40 hours per week shall be compensated as overtime. This is a non-supervisory position. This position is not subject to on-call requirements but may be subject to callouts in case of emergencies.

**Educational and/or Experience Requirements**

Education: High school student or above with a minimum age of 18 years.

Knowledge, Skills and Abilities:

- Knowledge of general tools and equipment with safe work practices.
- The ability to perform general maintenance activities, perform manual labor, learn to operate a variety of construction and maintenance equipment; understand and carry out oral and written directions; establish and maintain effective working relations with those contacted in the course of work; basic computer skills for the purposes of timekeeping, recordkeeping, task assignments and email correspondence.

**Licenses and/or Certifications Required**

None.

**Position Summary**

Under general supervision, performs a variety of tasks in the maintenance of city properties including but not limited to the community park, pool and associated buildings and grounds. Examples of work may include:

- Operating mowers, tractors, vehicles and other small equipment.
- Utilize a variety of hand and power tools in park landscape maintenance work.
- Assist in routine maintenance of such equipment.

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- Water, repair and fertilize lawns, plant and prune trees and shrubs, rake leaves and maintain bark chips, clean walkways, courts and other facilities.
- Clean restrooms and pick up litter around parks and walkways and other city facilities.
- Run errands as needed by City staff to purchase supplies, tools, etc.
- Other assignments as required by City staff.

**Physical Demands/Qualifications**

- Working conditions in outside area are subject to variations in temperature, and may include wind, rain and other elements.
- Requires ability to work safely outdoors in all weather.
- Stand, climb and walk for extended periods.
- Work in confined spaces.
- Work on slippery and uneven surfaces.
- Manual dexterity sufficient to grasp, hold objects and tools with full range of motion in wrists and arms.
- Hearing sufficient to understand conversations, both in person and on the telephone.
- Reasonable accommodations will be made for some physical demands for otherwise qualified individuals who require and request such accommodations.
- Performing heavy physical labor including lift of objects above 50 pounds with assistance.
- Ability to drive a motor vehicle.

**Non-Physical Demands/Qualifications**

Must be able to:

- Demonstrate a high level of integrity.
- Operate under deadlines.
- Communicate information clearly and effectively both verbal and written.
- Be organized and capable of managing projects to schedule.
- Possess a valid Washington or Oregon driver's license.

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**Environmental Conditions**

- Working conditions in the field are subject to variations in temperatures, humidity and can include high wind, rain, dust and other contaminants.

**Other Duties and Requirements**

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

**I have read and understand this class description.**

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Signature

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Date