



## CITY OF RICHLAND

### JOB DESCRIPTION REVIEW/APPROVAL

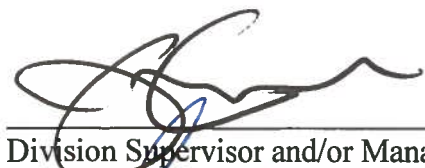
**CLASSIFICATION: MAINTENANCE WORKER I (WATER)**  
**CLASSIFICATION NO: 3022**

Each party signing this document acknowledges he/she has reviewed the attached **Maintenance Worker I (Water)** job description.

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

**NOTE: The job description was created for Water to assist with filling temporary positions.**

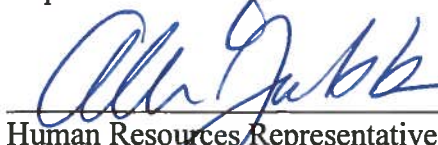
It is understood that signing this acknowledgement does not waive the parties' rights to modify this job description as needed, any impacts resulting from changes to terms and/or working conditions are at the sole discretion of the City.

  
\_\_\_\_\_  
Division Supervisor and/or Manager

7/10/2014  
Date

  
\_\_\_\_\_  
Department Director

7/11/2014  
Date

  
\_\_\_\_\_  
Human Resources Representative

7/10/14  
Date



# CITY OF RICHLAND

<b>CLASSIFICATION TITLE:</b> MAINTENANCE WORKER I (WATER)	<b>AFFILIATION:</b> Affiliated (IUOE)
<b>REPORTS TO:</b> WATER MANAGER OR DESIGNEE	<b>FLSA STATUS:</b> Non-Exempt

## **GENERAL SUMMARY:**

Under the direction of the Water Manager or assigned designee, performs a variety of tasks in the operation and maintenance of the City's water system and facilities. Subject to after hours and weekend work as needed.

## **ESSENTIAL JOB FUNCTIONS:**

*Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location.*

- Operates small power equipment to maintain water facility landscape.
- Assists Plant Operator with water system security and equipment checks.
- Takes water system samples and records results as required.
- Performs janitorial duties and minor maintenance at water system facilities.
- Cleans and paints fire hydrants.
- Assists Plant Operators and maintenance staff as required.
- Performs all functions of the Laborer I.
- Performs all other duties as assigned.

## **KNOWLEDGE, SKILLS & ABILITIES:**

*Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.*

### Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures and techniques.
- Grounds maintenance procedures and practices.
- Proper tools and equipment required for performance of assigned duties.
- Confined space entry techniques and procedures.

- Applicable health and safety policy, procedures and practices.

**Skills and Abilities to:**

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Follow oral and written instructions.
- Follow health and safety regulations.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Operate a variety of modern office equipment and personal computers in a windows based computing environment, using standard or customized software application programs appropriate to assigned activities.
- Provide continuous effort to improve operations, streamline work processes and work cooperatively and jointly to provide quality customer service.

**EDUCATION & EXPERIENCE REQUIREMENTS:**

- High school diploma or equivalent.
- Six (6) months of operation and maintenance experience in an irrigation or domestic water utility.
- Or an equivalent combination of education, training and experience that would provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job.

**LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:**

- Valid Washington State driver's license upon hire date.

**WORKING CONDITIONS**

*The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Environment:**

- Typically performed in the field, which requires travel daily from site to site.

- The position involves work outdoors on a year round basis and is subject to extreme weather conditions.
- This position requires work in construction sites, which may be dirty and strewn with construction debris.
- The noise level in the work environment is moderate to loud.
- May be exposed to moving mechanical parts and vehicles.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

**Physical Demands:**

- Operate a motorized vehicle, which may include inclement weather conditions.
- Operate standard equipment for assigned tasks.
- Ability to sit, stand, walk, bend, reach with arms and hands, kneel and stretch, occasionally crawling in tight spaces, as well as the ability to climb ladders and stairs,
- Ability to lift, push, carry and pull materials and objects weighing up to 50 lbs. on a routine basis and up to 90 lbs. as needed using proper lifting techniques.
- Manual dexterity of hands and fingers to include repetitive grasping and reaching.
- Good vision to read print and a computer screen.
- Ability to hear and speak to communicate in person and over the telephone.

**SELECTION GUIDELINES:**

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.

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