



Position Description

Position Title:	Public Works Maintenance	Position Status:	Regular Full-Time
Supervisor:	Public Works Director	FLSA:	Overtime Eligible
Department:	Public Works	CBA:	Yes/Teamsters

Position Overview

This is a semi-technical, physically demanding position involving the daily maintenance and operation of public works facilities. These facilities include, but are not limited to, streets, water and wastewater systems, parks, buildings, stormwater systems, and treatment facilities. Responsibilities include operating and maintaining equipment, tanks, pumps, and vehicles; monitoring system performance; and completing assigned fieldwork. This position works both independently and in coordination with Public Works Department personnel.

This position participates in a mandatory rotating on-call schedule, supporting the continuous (24/7) operation of public works systems. Responsibilities include both routine and emergency operations and maintenance (O&M) of water and wastewater treatment and distribution systems.

Examples of Job Duties:

- Maintain daily operations and communication with Public Works Director (PWD) and applicable supervisor
- Carry out assigned public works duties and coordinate daily work plans with the Public Works Director (PWD) or Department Lead (DL)
- Perform general public works maintenance, including physically demanding tasks such as digging, raking, lifting, and sweeping for extended periods
- Assist with maintenance and operation of water and wastewater treatment facilities and complete required training
- Operate and maintain equipment and vehicles including, but not limited to, backhoes, dump trucks, pickups, mowers, weed eaters, and hand and power tools
- Monitor, maintain, and operate system tanks, pumps, and related equipment
- Identify and communicate supply, equipment, and capital improvement needs to the PWD or DL
- Assist with budget preparation and departmental planning as assigned
- Maintain accurate daily logs, equipment records, and project documentation
- Participate in a mandatory rotating on-call schedule, responding to after-hours calls, weekends, and holidays, and performing required operations and maintenance (O&M) activities for water and wastewater treatment and distribution systems
- Investigate citizen complaints and take or recommend appropriate corrective action
- Perform maintenance and repair work related to streets, parks, stormwater systems, sewer collection systems, electrical systems, and potable/reuse water systems, including installation of mains and services, pump and lift station installation and maintenance, street repair, and park upkeep
- Perform all other duties as assigned

WORKING ENVIRONMENT:

This position requires extensive outdoor work in all weather conditions, including exposure to snow, ice, rain, heat, and cold. Work involves hazards such as moving equipment, traffic exposure in public rights-of-way, noise, vibration, chemicals, gases, electricity, and high-pressure water or sewer lines. Biological hazards include exposure to pathogens in sewage and sludge.

Duties may require working on slippery, muddy, or uneven surfaces; in trenches, ditches, and confined spaces; or at heights using ladders, boom trucks, or catwalks. Additional hazards include rotating machinery, high-temperature and high-pressure systems, oxygen-deficient atmospheres, and interaction with the public, including potentially dissatisfied individuals or unrestrained animals.

Use of personal protective equipment (PPE) is required. Work may occur during both daytime and nighttime hours and involves frequent driving in varying weather conditions. This position includes participation in a rotating on-call schedule, which may require after-hours response for both routine system operations and emergency situations.

Knowledge, Abilities and Skills:

- Thorough knowledge of the methods, materials, practices, procedures and equipment used in the construction, maintenance and repair of the Wastewater Treatment Plant, the Water Treatment Plant facilities, water distribution system, wastewater collection system and other public works areas such as streets, stormwater, parks, buildings, etc.
- Ability to plan and organize work
- Ability to understand, interpret and effectively carry out written and oral instructions
- Ability to deal professionally and courteously with the public
- Ability to communicate issues in an emergency situation and respond appropriately.
- Strong math and mechanical skills are desirable.
- Uses time wisely and efficiently whether working with a team or alone.

Education & Experience:

- High school diploma or equivalent required
- Ability to learn, troubleshoot, and perform work across multiple public works disciplines
- Valid driver's license with a good driving record required
- Must obtain, within 24 months of hire, a valid Washington State Commercial Driver's License (CDL), Class B with Air Brake and Tanker endorsements
- Must pass a respiratory physical, pre-employment drug/alcohol screening, and background investigation
- Must obtain, within 12 months of hire, the following certifications:
 - Water Distribution Manager OIT
 - Water Treatment Plant Operator OIT
 - Wastewater Treatment Plant Operator OIT
 - Washington State Department of Labor and Industries Traffic Control Flagger Certification
 - First Aid/CPR Certification
- Must obtain, within 36 months of hire:
 - Water Treatment Plant Operator Level 2
 - Water Distribution Manager Level 2
- Length of probationary period is dependent upon successful completion of required qualifications

EQUIPMENT USED

The following is a partial list of equipment used in this position:

- Desktop and laptop computers
- Cellular phone and mobile/portable radio
- Backhoe, skid-steer, crane truck, dump truck, vacuum pump truck, lift truck, trencher
- Jackhammer, tamper, pipe cutter, saws, drill press, chop saw
- Hand and power tools, telemetry equipment, metal detectors, locating/witching equipment
- Various pumps and mechanical systems

PHYSICAL AND MENTAL DEMANDS OF THE JOB

Physical:

This position requires constant standing, walking, and/or sitting while performing heavy manual labor or operating equipment, for up to 10 hours per shift. Frequent lifting and carrying of up to 50 pounds and pushing/pulling forces up to 75 pounds are required. Duties include climbing ladders (up to 30 feet), working at heights, bending, twisting, kneeling, crouching, crawling, and working in confined spaces. The role requires frequent use of hands and arms for handling tools and equipment, as well as exposure to vibration. The ability to apply significant torque (over 100 foot-pounds) is required. Employees must have sufficient vision, hearing, coordination, and depth perception to safely operate equipment and work in hazardous environments. Work is performed outdoors in all weather conditions, during both day and night.

Mental:

Requires constant awareness of surroundings with a strong focus on safety. Ability to work independently with general direction and standardized procedures. Must be capable of maintaining essential systems that operate continuously (24/7). Requires problem-solving, troubleshooting, and basic mathematical skills.

Ability to read, write, and communicate effectively in English. Must be able to complete required State of Washington certification exams. Requires multitasking, adaptability, and the ability to learn and operate various software systems. Occasional interaction with contractors and the public is expected, and the ability to handle multiple priorities is essential.