

CITY OF ENUMCLAW

JOB DESCRIPTION

<u>POSITION TITLE:</u>	TEMPORARY SEASONAL WORKER
<u>DEPARTMENT:</u>	GAS DEPT
<u>FLSA STATUS:</u>	NON-EXEMPT/NON-UNION
<u>PAY GRADE:</u>	\$16.90-\$20.79/HR DOE

JOB SUMMARY:

This is a temporary, non-benefited, full-time, Fair Labor Standards Act overtime non-exempt position, lasting no more than 90 days or 5 months depending on the appointment.

The job duties and responsibilities represented in this job description in no way imply 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 a supervisor. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty with average proficiency.

ESSENTIAL FUNCTIONS:

Tasks assigned may include such duties as:

- Performing atmospheric corrosion inspections of residential and commercial meter sets.
- Documenting findings using photographs and the FlowGIS app.
- Making coating repairs as appropriate by removing surface rust and applying new coating, taking care not to coat any other equipment or structure on customer property.
- Facility and grounds maintenance duties as assigned; including painting, brush cutting, mowing, weeding, trimming, custodial, and other work.
- Operating mowers, edgers, trimmers, blowers, rakes, brooms, shovels, hoes and other related maintenance tools and equipment.
- Keeping assigned areas in a clean, safe and orderly condition, including picking up litter and garbage.
- Picking up and delivering materials.
- Responding to public inquiries in a courteous manner; providing information within scope of knowledge or referring to an employee of higher classification.
- Performing document scanning and electronic filing.

ADDITIONAL FUNCTIONS:

- Utilize and learn computer program applications and field data collectors as required by the job, including accurate data collection and data entry.
- Have a fundamental knowledge of Microsoft Office Applications (Word, Excel, Outlook, etc.)
- Perform other duties as assigned.

REPORTING RELATIONSHIPS:

This position is under the general supervision and reports directly to a Department Manager or his/her designee(s) depending upon tasks.

KNOWLEDGE AND ABILITIES:**ABILITY TO ACQUIRE AND RETAIN KNOWLEDGE OF:**

- Operator Qualification (OQ) for atmospheric corrosion inspection for the Gas Utility.
- Work hazards and applicable health and safety precautions applicable to the work.
- Operation of vehicles and equipment.

ABILITY TO:

- Meet schedules and time lines.
- Analyze situations accurately and adopt an effective course of action.
- Understand and carry out oral and written instructions.
- Work independently in the performance of routinely assigned duties.
- Establish and maintain effective and professional working relationships with co-workers, supervisors and the public.
- Maintain regular, reliable and punctual attendance.

EDUCATION AND EXPERIENCE:

- 16 years of age.
- Education equivalent to completion of the tenth grade.
- Any experience, education, or training which would provide the level of knowledge and ability desired.

WORKING CONDITIONS:

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is frequently required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- Repetitively lift objects weighing up to 70 pounds.

- Perform physical labor under dirty and uncomfortable situations and in all types of weather conditions.

LICENSE/CERTIFICATION:

- Valid Washington State Driver's License clear of accidents, tickets, etc.