Job Opportunity
City of Rainier

The City of Rainier is accepting applications for the position of Maintenance Worker I. Application packets are available at Rainier City Hall, Monday-Thursday from 8 a.m. to 5 p.m. Rainier City Hall is located at 102 Rochester Street, Rainier Wa. Applications will be accepted until 5 p.m. February 20, 2020. Pay rate from $16.35 to $18.35 DOQ. Excellent benefits.

Please complete application and attach a current resume.

Tami Justice
Clerk/Treasurer
Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for ___________________________ Date of application ______ / ______

Name ________________________________ Social Security # ________________

Address LAST ____________ FIRST ____________ MIDDLE ____________

STREET ___________________________ CITY ___________________________ STATE ____________ ZIP CODE ____________

Telephone # (______) __________ Mobile/Beeper/Other Phone # (______) __________ E-mail Address ____________

If you are under 18, and it is required, can you furnish a work permit? □ Yes □ No

If no, please explain___________________________________________________________

Have you ever been employed here before? If yes, give dates and positions □ Yes □ No

Are you legally eligible for employment in this country? □ Yes □ No

Date available for work ______ / ______ What is your desired salary range? $______

Type of employment desired □ Full-Time □ Part-Time □ Temporary □ Seasonal □ Educational Co-Op

Are you able to meet the attendance requirements of the position? □ Yes □ No

Have you ever pled “guilty” or “no contest” to, or been convicted of a crime? □ Yes □ No

If yes, please provide date(s) and details

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Driver’s license number if driving is an essential job function ______ State ______

Employment History

Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent.

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<tr>
<th>FROM</th>
<th>TO</th>
<th>EMPLOYER</th>
<th>TELEPHONE #</th>
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<td>STARTING JOB TITLE / FINAL JOB TITLE</td>
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<td>IMMEDIATE SUPERVISOR AND TITLE</td>
<td>SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES</td>
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AN EQUAL OPPORTUNITY EMPLOYER
Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.


Educational Background

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<thead>
<tr>
<th>NAME AND LOCATION</th>
<th>NUMBER OF YEARS COMPLETED</th>
<th>DID YOU GRADUATE?</th>
<th>COURSE OF STUDY</th>
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<td>HIGH SCHOOL</td>
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<td>COLLEGE</td>
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<td>MAJOR</td>
<td>DEGREE</td>
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<td>OTHER</td>
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References

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Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the employer’s service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer’s president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant ___________________________ Date __________ / __________ / ________
CITY OF RAINIER
MAINTENANCE WORKER
I & II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision (Maintenance Worker I) or general supervision (Maintenance Worker II), performs a variety of semi-skilled maintenance and repair tasks to City Streets, water and storm utility systems, parks, garbage, sewer, and city owned facilities; operates and maintenance of construction tools and equipment.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing.

DISTINGUISHING CHARACTERISTICS

**Maintenance Worker I:** This is the entry level class in the Maintenance Worker series. This class is distinguished from the Maintenance Worker II by performance of the more routine tasks and duties assigned to positions within the series including less complex construction, maintenance, and repair duties. Employees are expected to perform a variety of duties and learn the full scope of duties assigned to Maintenance Workers.

**Maintenance Worker II:** Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Operates a variety of construction and maintenance equipment and hand and small power tools including dump truck, front-end loader, street painting machine, garbage truck, riding mower, water truck, backhoe, tractors, jack hammer, paint sprayer, concrete saw and other specialized equipment; maintains hand tools and assigned equipment; performs preventive maintenance on equipment.

2. Conducts traffic control when working in high traffic areas of the City; installs street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around works sites.
3. Performs work in accordance with all federal, state and local laws, rules and regulations and within mandated and appropriate safety standards.

4. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

5. Responds to emergencies as needed.

6. Performs related duties as required.

When Assigned to the Street Section

7. Fabricates, installs, maintains and replaces directional and traffic signs, using equipment and materials such as hand or tractor-mounted post hole digger, power saw, sign fabricator, vacuum heat applicator, router and paints; cleans and maintains existing signs; trims vegetation that presents safety hazards.

8. Maintains and repairs City streets, alleys, right-of-ways, and sidewalks; prepares and performs patching of potholes, sealing cracks and repairing asphalt surfaces.

9. Utilizes hot or cold mix to repair streets, patch utility pavement cuts, potholes and seal cracks; sprays oil on street to seal pavement.

10. Operates a street painting machine to apply street markings and to apply traffic control symbols according to State laws and City needs; prepares and operate painting machine to apply correct color and line dimensions to pavement; paints centerlines, crosswalks, parking stalls, and curbing; cleans and maintains painting equipment in proper operating condition.

11. Operates snow plowing equipment to remove snow; apply chemicals, salt and sand to control ice on City streets, parking lots, and walkways.

12. Digs holes and trenches manually or with backhoes and trenchers; mixes, pours and finishes concrete.

When Assigned to the Water Section

13. Installs and repairs main water lines, which include excavating to grade, laying and aligning pipe and using special tapping equipment to install valves, lateral water lines, blow offs, hydrants and meters; accomplishes hookups and flush to test installations according to established procedures.

14. Performs daily chlorine testing by collecting samples to ensure good quality of water; monitors chlorine levels.
15. Installs, overhauls, and repairs fire hydrants; shuts off main line or hydrant foot valve; disassembles and cleans hydrant subsections; replaces gaskets, seals, and seats; reassembles and tests hydrant for proper operation.

16. Inspects new water lines at construction sites; takes samples and chlorination readings.

17. Locates water mains and service for contractors as necessary.

18. Performs maintenance and repairs, as directed, on reservoir, pumps, and booster pumps.

19. Installs and maintains cathodic protection of transmission and distribution lines.

20. Cuts, breaks, and hauls concrete; sets forms; mixes, pours, spreads, and finishes concrete.

21. Performs routine equipment maintenance and minor field repairs such as lubrication, checking fluid levels, and replacing belts and other components as required.

When Assigned to the Wastewater Section: (if applicable)

Treatment Plant:

22. Operates and maintains various pieces of sludge equipment to load, transport, and apply sludge to various locations throughout the County.

23. Maintains and repairs pumps and pump motors; assists in maintenance and repair of other mechanical equipment such as valves, clarifiers, and screenhouse systems, and chlorination equipment.

24. Assists in the operation of equipment such as pumps, bar screens, clarifiers, digestors, sludge pumps, aerators, chlorinators, and control panels.

25. Makes readings and recordings of temperature, electric meters, weather conditions, and quantity of sludge removed.

26. Checks operating equipment for malfunctions; lubricates machinery.

27. Installs and replaces pumps, assists in installation replacement of pipes, valves, and regulators.

28. Performs general maintenance required to keep working areas safe, clean, and neat.
Collection System: (if applicable)

29. Operates variety of sewer cleaners, jet rodders, pressure washers, and TV inspection equipment in the inspection, maintenance, and construction of storm drains and sewer lines; performs confined space entry duties as required.

30. Performs a variety of sewer collection system tasks such as sewer line cleaning, correction of stoppages, man hole patching, and gravity and force main repairs.

31. Checks and performs lift station maintenance and repair work; performs routine maintenance on equipment, such as lubricating equipment and parts; identifies malfunctions and takes corrective action including removing, replacing or repairing parts as necessary.

32. Locates and marks underground utilities.

33. Reads, calibrates, replaces charts, and performs routine maintenance on utility system meters and metering stations.

34. Performs preventative maintenance inspections, testing for infiltration or exfiltration by the use of smoke or air.

When Assigned to the Parks and Facilities Division:

35. Performs a variety of grounds, gardening, and turf maintenance duties involved in the development, maintenance, and repair of landscaped areas, parks, playgrounds, and public facilities.

36. Performs a wide variety minor building and equipment maintenance and repair activities, including painting, carpentry, plumbing, and electrical repair; changes filters in buildings as necessary.

37. Performs routine maintenance duties such as cleaning public restrooms, picking up litter, emptying trash cans, weeding, pruning, watering, raking, and lawn edging.

38. As assigned, performs various herbicide and pesticide applications duties in City parks and at City owned buildings and grounds.

39. Opens parks and checks for any safety issues; resolves safety issues.

40. May be assigned to lead volunteers or part time seasonal help in special projects or regular maintenance duties.
When Assigned to Animal Control:

46. Receive and respond to animal complaints; including animals at large, stray, vicious, abandoned, nuisance or abused.

47. Apprehend stray or at large animals for impoundment.

48. Apprehend diseased or injured animals.

49. Determine ownership

50. Investigate, prepare report, and gather evidence.

51. Assist public in locating lost pet or adoption.

52. When necessary prepare animal for euthanasia.

53. Clean and keep shelter in good repair.

QUALIFICATIONS
The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period time in order to successfully perform assigned duties.

Knowledge of:

Operations, services and activities of assigned public works maintenance and repair program.
Methods and techniques used in the construction and maintenance of streets, sewers, sidewalks, signs, storm drains, parkways, municipal buildings, and other public works systems.
Purposes, uses, and operating characteristics of a wide variety of vehicles, equipment, power tools, and hand tools used in public works maintenance and repair including motorized, pneumatic, and hydraulic equipment.
Procedures and techniques used in concrete and asphalt work.
Traffic laws, ordinances, and rules involved in truck and equipment operation.
Properties of backfill materials, construction materials, concrete, asphalt, hot patch, cold patch, oils, paints, and a variety of other materials used in maintenance work.
Practices and procedures of traffic control.
Confined space entry.
Principles and practices of record keeping.
Occupational hazards and standard safety practices.
Pertinent Federal, State and local codes, laws, and regulations.

**Ability to:**

Perform a variety of semi-skilled and skilled maintenance, construction and repair work in the area of work assigned.
Operate a variety of vehicles and equipment in a safe and effective manner.
Use and operate vehicles and equipment and tools, and power tools and equipment required for the work in a safe and efficient manner.
Ensure safety around work areas in high traffic.
Read and interpret basic maps and blueprints.
Assist in the training and supervision of others including in the safe operation of equipment.
Perform a variety of tasks for extended periods of time and in unfavorable weather conditions.
Perform heavy manual labor.
Work safely and adhere to principles of safety when working near traffic or in other environments.
Operate vehicles, equipment, and tools.
Ensure adherence to safe work practices and procedures.
Work independently in the absence of supervision.
Troubleshoot equipment malfunctions and make minor repairs to tools and equipment.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** — *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Maintenance Worker I**

**Education/Training:**
Equivalent to the completion of the twelfth grade.

**Experience:**
One year of maintenance and repair experience is desirable.

**License or Certificate:**
Possession of a valid Washington State Driver’s License with the ability to obtain a class B, CDL when and if necessary. Water Distribution Manager 1 (WDM 1) favorable.

**Other:**
Ability to successfully complete various required training classes and obtain and maintain certificates necessary for functional skills performance, maintenance and improvement.