

**SILVER LAKE WATER AND SEWER DISTRICT
POSITION DESCRIPTION**

Position Title:	Seasonal Maintenance Worker	Department:	Operations
Report To:	Field Supervisor	Supervises:	0

1.0 MAJOR FUNCTION AND PURPOSE

This position provides regular and recurring installation, repair and maintenance work in the water distribution and sewer collection systems with frequent supervision. Performs manual labor, reads water meters, provides general maintenance for the District's grounds, facilities and vehicles. Assignments generally include the use of standard hand, long-handled, and power tools and may require intermittent operation of a utility truck. This position also requires the ability to be assigned to and respond to off-hour emergency response work. This position is a temporary, seasonal position not eligible for State PERS retirement or other District benefits.

2.0 SUPERVISION RECEIVED

This position serves under the direction of the Field Supervisor and Utility Lead.

3.0 SUPERVISION EXERCISED

None

4.0 MAJOR JOB RESPONSIBILITIES

Installs, services and repairs District water and sewer facilities; including but not limited to, water and sewer mains, raking, pruning, mowing, and manual landscaping.

Washes and cleans District vehicles and equipment.

Flushes water lines and hydrants.

Installs, repairs, and maintains water system valves, water meters, and fire hydrants.

Services and maintains small tools and equipment.

Conforms to work site safety regulations and procedures during field operations; including, but not limited to, traffic zones, confined space entry, safety equipment usage, excavation planning and execution, in equipment usage compliance with Federal and State regulations. Provides traffic zone control (Flagging) as required.

Works with other District staff to perform service disconnection, water meter lock outs, and reconnections.

Perform related duties as required and assigned.

Operates vehicles, small tools and other District equipments.

5.0 MINIMUM QUALIFICATIONS

High School Diploma or GED

Valid Washington State Drivers License

6.0 KNOWLEDGE, SKILLS AND ABILITIES

Ability to adhere to District policies and procedures.

Ability to follow oral and written directions.

Ability to understand, read, speak, and write English.

Ability to read and understand basic construction drawings and prepare hand drawn “As-builts”.

Ability to see primary colors.

Knowledge of basic mathematics.

Ability to work well with others, be flexible in job assignments, be able to respond to emergency conditions as directed.

Ability to deal with customers and the public in a courteous and professional manner.

7.0 WORK ENVIRONMENT

Environment: Work is primarily performed outdoors in all weather conditions. Employee risks physical hazard from mechanical and electrical equipment, traffic, animals, and other dangers.

Physical: Physical effort for extended periods of time is required to perform heavy manual labor in underground and confined spaces and at heights with uncomfortable, dirty conditions. Lifting up to 100 pounds is required, and the ability to carry 50 pounds unassisted. This position requires the physical ability to climb, stoop, kneel, crouch, crawl, grip, push, pull, lift, reach, walk quickly on uneven surfaces, and perform repetitive motions.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and see and distinguish primary utility marking colors (Green/Red/Blue/Black/Yellow).

Hearing: Hear in the normal audio range with or without correction.

Tobacco Free: The Silver Lake Water and Sewer District is a tobacco-free environment within District-owned facilities and vehicles. The District’s policy is to hire only non-smokers and non-chewing tobacco users.