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## **CITY OF CLYDE HILL**

### **JOB DESCRIPTION**

**JOB TITLE:** Public Works Crew Member

**DEPARTMENT:** Public Works

**CLASSIFICATION:** Full-Time

**FLSA Status:** Non-Exempt

#### **GENERAL RESPONSIBILITIES:**

Maintains and repairs City roads, sidewalks, parks, landscapes, sport fields, trails, rights of ways, beautification areas, planter/flower beds, and natural areas in order to ensure safety, cleanliness, and aesthetic appeal as well as to meet customer needs and standards.

#### **STRUCTURE:**

The Public Works Department members work together in a self-directed work team in order to accomplish their mission, goals, and commitments to continuous quality improvement. Jobs are learned as a total task and include sharing the desirable and the less desirable activities. After being hired, each incumbent will go through an orientation process which includes assisting in all team duties until such time as specific knowledge, skills, and abilities can be demonstrated.

#### **SUPERVISION RECEIVED:**

Most work is performed independently, with supervision arising from other members on the Public Works Department, depending on the project. Immediate supervision is from the Public Works Director.

#### **ESSENTIAL FUNCTIONS OF THE POSITION:**

- Maintains appropriate level of skill and knowledge in the proper and safe use of, maintenance techniques for, and applies maintenance techniques to the equipment needed to perform the essential functions listed herein.
- Performs mowing, edging, and cleaning of sidewalks, around trees, at street ends, and on all other City properties for purposes of safety, aesthetics, and proper stewardship.
- Plants and sees to the health of grass, trees, shrubs, and flowers located on City properties by seeding, fertilizing, top dressing, soil conditioning, watering,

pruning, and pest/weed control for purposes of aesthetics and proper stewardship.

- Controls growth of vegetation in/near all intersections and road signs for purposes of safety.
- Removes undesirable, fallen, dead, and/or diseased vegetation in City properties for purposes of safety and aesthetics.
- Moves soils in City properties for special projects.
- Performs minor roadway and sidewalk repair with cold patch material for purposes of safety, aesthetics, and proper stewardship.
- Installs and maintains City signs on City properties for purposes of aesthetics and safety.
- Builds and performs occasional repairs on City infrastructure for purposes of safety, aesthetics, and proper stewardship.
- Cleans interior and exterior of City buildings for purposes of aesthetics.
- Cleans and maintains tennis courts and appurtenances for purposes of aesthetics, safety, and proper stewardship.
- Removes snow and ice on City properties for purposes of safety.
- All other duties as assigned.

#### **DESIRED MINIMUM QUALIFICATIONS:**

##### Education and Experience:

- Any combination of education and experience which demonstrates the knowledge and experience to perform the work using the necessary and available equipment while in the proper and safe manner.

##### Necessary Knowledge, Skills and Abilities:

- Knowledge of first aid and applicable safety precautions.
- Skill in the proper and safe use of the equipment listed herein as well as any other equipment necessary to perform the work listed herein.
- Ability to work independently as well as in a self-directed team, in concert with a work schedule and accomplish tasks within prescribed timeframes.
- Ability to lift heavy objects frequently, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions for long periods of time.
- Ability to communicate orally and in writing.
- Ability to understand, follow, and transmit written and oral instructions.
- Ability to establish effective working relationships with employees, supervisors, and the general public.

#### **SPECIAL REQUIREMENTS:**

Valid Washington State driver's license and maintained a good driving record.

#### **TOOLS AND EQUIPMENT USED:**

Various types of tools and equipment are used such as hand-held, non-motorized items motorized, vibratory items. Examples of hand-held, non-

motorized items include, but are not limited to, pruners, pole pruners, hand saws, iron bars, post-hold diggers, shovels, wrenches, hammer, wheelbarrows, brooms, mops, hand-shears, hand tamps, and washrags. Examples of motorized, vibratory items include, but are not limited to, push mowers, seated mowers, sod cutters, drills, saws, chainsaws, leaf blowers, power string trimmers, power hedgers, backhoes, flatbed trucks with peripheral equipment (de-ice chemical containers and snow plows), power washers, buffers, and vacuums. Bare hands are also used for tasks including, but not limited to, weeding, watering, and spreading fertilizer.

**PHYSICAL DEMANDS:**

Work requires physical strength and agility necessary to perform medium to heavy manual labor under all kinds of weather conditions. Work activities involve combinations of laying down, sitting, kneeling, standing, walking, and working on ladders as well as the ability to lift 25-50 pounds frequently as required and 50-100 pounds occasionally as required. Also involves turning, twisting and bending various body parts including, but not limited to, arms, legs, back, neck, wrists, hands, and feet.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

Team members risk physical hazards from working around various kinds of vehicles, equipment, machinery, hand tools, and traffic. They work independently, as well as in a crew, and sometimes in remote locations. Exposure to noise, fumes, gases, odors, and toxic materials such as fertilizers and pesticides is routine. Working on ladders and in other positions above the ground is also somewhat routine. The ability to foresee and prevent safety problems requires following appropriate safety procedures, remaining skilled in and knowledgeable of the proper and safe use of equipment, and the use of protective clothing and equipment. These include steel-toed boots, hard hats, eye/ear protection, gloves, rain gear, chaps, hoods, face shields, and respirators.

Teams operate in a drug and smoke-free environment for their health, safety, and productivity as well as that of their customers. The work environment characteristics described here 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.

**SELECTION GUIDELINES:**

Formal City application, rating of education and experience, oral interview, evidence of valid driver's license and good driving record, and reference check.

Job-related tests may be required.

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.

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

**SALARY & BENEFITS:**

Monthly Salary Range: \$4,250 to \$4,750

City-Paid Benefits Include: Employee Health Insurance (90%)  
Non-Spouse Dependent Health Insurance (90%)  
Employee Dental Insurance  
Employee L&I (Disability) Insurance  
Unemployment Insurance  
\$5,000 Life Insurance  
Employee Assistance Program  
State Retirement System  
Social Security

An additional \$9,837/year for 2019 is provided for the employee to use in the City's Flexible Benefits Plan (Cafeteria Plan) for medical coverage for a spouse, non-covered medical expenses/premiums, and/or non-covered vision/dental expenses, if necessary.

*Last Updated: 03/12/2019*