

# CITY OF CASHMERE JOB DESCRIPTION

Title: **Public Works Maintenance I**

Department: Public Works Department

Reports To: Public Works Department Foreman

Supervises: None

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## **POSITION SUMMARY**

This is considered an entry level position to learn the basics of Cashmere's public works facilities and operations position and prepare for advancement to other positions.

Maintenance Level I employees will be performing all aspects of public works activities, such as construction, maintenance and operations of streets, sidewalks, curbs and gutters, storm water runoff systems, traffic control devices, cemetery, and parks. Possess a strong work ethic, able to work well with others. Able to represent the City to the public with courtesy and professional behavior

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for the safety of the department personnel
- Perform roadway improvements and maintenance such as: excavation, subgrade preparation and asphalt paving, road patching, seal coating, street cleaning and snow removal, and maintain storm water systems
- Placement of traffic control devices to include, but not limited to, guardrail, signs, signals and pavement markings
- Roadside maintenance, including tree trimming, brush and weed control
- General cleaning of all department installations
- Perform all aspects of grave site preparation, funeral services and grave marker placement
- Safe operation and maintenance of power operated tools and equipment
- Building maintenance
- Operate Sprayers applying pesticides or herbicides (if licensed for pesticide)
- Tree pruning, cabling and bracing (if ISA Arborist)
- Perform park maintenance, mowing, and irrigation
- Assist with new water service taps, shut off water meters, replace water meters, read and record water meter use
- Perform other related duties when needed

## **Preferred KNOWLEDGE, ABILITIES AND SKILLS**

- General knowledge of the operation and maintenance of vehicles and mowers
- General knowledge of construction practices
- Commercial Drivers License

### **REQUIRED QUALIFICATIONS**

- High School diploma or GED; with additional education and experience necessary for successful performance of this job
- Ability to work well with others and represent the city to the public with courtesy and professional behavior.
- Strong work ethics, completing assignments efficiently and timely
- Safely operate all vehicles
- Ability to follow written and oral instructions to complete assigned tasks
- Lift 50 pounds.
- Obtain valid First-Aid and CPR certifications within six months of hire date.
- Obtain Flagger Certification within six months of hire date.

### **WORKING CONDITIONS**

- Work is performed in both inside and outside environments.
- Operations include working in confined spaces and exposure to chemicals
- Subject to heavy lifting
- Sensitivity to families at the cemetery
- May be required to work other than normal duty hours, which may include early mornings, weekends and/or holidays, serve on call and respond to emergencies.