



## Mukilteo Water and Wastewater District Job Description

**Job Title:** Temporary Helper

**FLSA Status:** Non-Exempt/Non PERS

**Reports To:** WWTF Lead & Operations Field Supervisor

**Position Purpose:**

Part-time position not to exceed five (5) months in any year. To safely and efficiently perform a wide range of maintenance, operations, and public relations duties in all phases of the District's water and wastewater systems.

**Reporting Relationship:**

This position reports to the Wastewater Treatment Facility Lead and Operations Field Supervisor. This position does not supervise other positions.

**Essential Duties & Responsibilities:**

Duties and responsibilities include those listed below as well as other duties as required or assigned from time to time:

- Clean and maintain facilities, sewage pump stations, and reservoir buildings.
- Mow lawns, weed, and perform ground maintenance activities at District facilities.
- Vehicle maintenance (preventive maintenance, washing, fueling).
- Prep and painting of steel at the Wastewater Treatment Facility (WWTF).
- Prep, painting and inspection of hydrants

**Minimum Qualifications:**

**Knowledge of:**

- Safety procedures, rules, and regulations necessary to maintain a safe work environment.
- Skills necessary to operate small power tools and mechanical systems.
- Building and ground maintenance practices, principles, and techniques.

**Skills Needed:**

- Equipment maintaining, cleaning, and fueling activities.
- Ability to complete forms and follow written and oral instruction.
- Ability to maintain cooperative working relationships with the general public and maintain good public relations.
- Ability to maintain harmonious relationships with other employees.
- Ability to effectively communicate orally and in writing.
- Ability to safely, efficiently, and economically organize and complete assigned tasks within the scheduled timeframe.
- Good work habits.
- Good judgment.

**Others:**

- Read, write, and speak fluent English.
- Insurability.
- At least 18 years of age.

**Experience/Education:**

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

**Experience:** Maintenance experience, including cleaning and grounds maintenance; experience with various hand and power tools.

**Education:** High School Diploma or General Equivalency Diploma (GED) equivalent.

### **Licenses or Certifications**

#### **Possess and Maintain:**

- Valid Washington State Driver's License with a driving record acceptable to the District and its Insurance carrier.

### **Work Environment:**

Duties are primarily performed in and around the District's facilities and grounds where there is exposure to varying weather conditions, automobile traffic, hazards from operating various hand and power tools and equipment, loud noises, and noxious fumes. Duties involve exposure to various cleaning agents and solvents. Work requires travel to various worksites throughout the District. Work also includes operation of a man-lift.

### **Physical Requirements:**

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, smelling, and repetitive motions.

**Very Heavy Work:** Exerting in excess of 80 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

*The statements contained herein are intended to reflect the general nature of the job and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Individuals may perform other duties as required or assigned including work in other functional areas to cover absences or relief to equalize peak work periods or otherwise to balance the workload. This job description does not establish a contract for employment and is subject to change at the discretion of the District.*