

CITY OF BURIEN, WASHINGTON
JOB DESCRIPTION

Title: Maintenance Assistant
Status: Temporary, Non-Benefited,
FLSA Non-Exempt

Department: Public Works
Reports to: Street & Stormwater Maintenance Manager

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. 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.

General Position Summary

Provides a variety of manual work and light equipment operation in the areas of construction, maintenance, and repair of storm and surface water facilities and streets. Typically works as a member of a crew.

Position Duration

Position requires 40 hours per week for a period of six months, approximately May 1st through October 31st.

Essential Functions

- Supports and models the identified vision, values and behaviors of the organization.
- Assists with setting up “safe work zones” using appropriate signage.
- Clean and maintain catchbasins.
- Assists with the cleaning and maintenance of detention ponds.
- Locates storm drainage systems.
- Assists with the repair of potholes and sidewalks.
- Assists with sealing pavement cracks and patching.
- Assists with the application or removal of paint stripe, thermoplastic markings, pavement markers, buttons, and reflectors.
- Assists with the replacement of signs and mounts; fabrication of signs.
- Assists with the installation of traffic control signals and devices.
- Cleans and performs preventative maintenance on equipment.
- Organizes and assembles materials and equipment necessary for tasks.
- Maintains accurate records and completes service requests.
- Clears vegetation.
- Removes graffiti.
- Picks up and disposes of trash.
- Performs other duties as assigned.

Secondary Functions

- Removes dead animals from the right-of-way.
- Assist with flagging of traffic.

Job Scope

Position involves a moderate degree of complexity with frequent new and varied work situations. The incumbent will operate from specific and definite directions and instructions under a moderate level of supervision.

Interpersonal Contacts:

Contacts are normally made with others both inside and outside of the organization.

Specific Job Skills

Knowledge of:

- Hand and power tool operation.
- Work hazards and applicable safety precautions.
- Basic arithmetic, including addition, subtractions, multiplication, and division.

Ability to:

- Perform heavy manual tasks for extended periods of time under varying weather conditions.
- Learn and demonstrate the ability to become proficient in new procedures, operations, systems, and equipment.
- Operate standard construction tools such as hammer, saw, drill, screwdriver, sprayer, chain saw, etc.
- Work with cleaning fluids, paints, cleaning agents and other solutions.
- Follow written and/or verbal instruction.
- Climb ladders, work at heights, and on sloped surfaces.
- Accurately maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work to meet deadlines.
- Work independently from general instructions and work expectations.
- Demonstrate attention to detail.

Mental Activities:

Position requires continuous customer service, frequent interpersonal skills, independent judgment and/or action, ability to understand, read, and speak English; occasional teamwork, decision making and ability to write English; and rare creativity, use of discretion, problem analysis, and performance of basic math.

Physical Activities:

Position requires continuous standing and walking; frequent talking, hearing, handling, feeling, and repetitive motions of hands and wrists; occasional stooping, reaching, bending, and repetitive motions of feet, and rare crawling, sitting, fingering, kneeling, and climbing. Must be able to push, pull, lift, and carry 50 pounds.

Education/Experience

High School Graduate or GED.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.
- Possession of, or ability to obtain within three months, current First Aid/CPR certification.

Job Conditions

Work is performed primarily in a field environment and requires travel to a variety of locations to perform work. Employee may be exposed to noise from machinery and equipment operation, to all weather conditions, and to conditions and hazards from obstacles, rough terrains, heights and open trenches associated with construction sites. Employee may be exposed to potentially hazardous materials and equipment, fumes or vapors. Employee may be required to work rare evenings, weekends, and holidays. Position may include contact with dissatisfied or abusive individuals.

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