



TOWN OF CUSICK  
111 1<sup>st</sup> Ave, Cusick WA 99119  
PO Box 263 | 509.671.9146  
clerk@townofcusick.com | www.townofcusick.com

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## **Job Description:**

### **Position Title**

General Maintenance/Waterworks Technician

Part-time, up to 30 hours per week

Starting Salary: \$20/hour, 90 day probation

### **Supervision**

Supervision and general direction and oversight is provided by Supervisor Maintenance/Water Tech. The Employee is to keep a work log of completed activities. Weekly summary of progress of current maintenance projects and the need future repairs and maintenance.

### **Position Classification Summary**

The primary duties of this position are to assist the waterworks department as back up and in maintenance of related facilities, as directed by Supervisor, and assist to maintain and repair the Town's facilities, office, meeting room, kitchen, air conditioning, roofing, parks, boat launch, shop, parks, streets, sidewalks, sewer, water, lighting, and coordinate any contracted repair work. The work is performed under the direct supervision of the Mayor.

### **Essential Duties and Responsibilities**

#### **Office, Meeting Room, Shop, Parks, Streets, Fleet and Facilities**

- Performs inspections and repairs to the Town's streets, parks, and facilities including filling holes in streets with cold patch, asphalt work, concrete work, and gravel work, patching or replacing parts of the park irrigation system and repairs to park dwellings, facilities, sidewalks, signs, parking areas, and kiosks. Any costs for repairs must be approved by the Supervisor.
- Performs janitorial duties including vacuuming, sweeping, mopping, garbage collection, window cleaning, toilet cleaning, cleaning spills, sanitizing areas where feces or secretions may be present in and around park restrooms, Town shop, Town Hall, and other Town facilities, streets, sidewalks, and public areas.
- Performs grounds keeping activities which includes collecting garbage, sweeping and shoveling, vacuuming, pressure washing, weed control, filling holes, spraying weeds with herbicides, watering vegetation, landscaping; picking up trash, leaves, and grass clippings; washing, sanding, painting, and any other necessary duties.
- Performs on-call snow removal activities including snow plowing, snow shoveling and sanding, de-icing of sidewalks around the community center and library.



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These duties are covered in the snow removal policy.

- Performs maintenance of streets, sidewalks, trail systems, parking areas and facilities with equipment such as street sweepers, brush hogs, plows, snow plows, paint strippers, pressure washers, and leaf blowers; maintaining parks/trails using lawn mowers, weed eaters, brush cutters, chain saws, pruning shears, leaf blowers, herbicide sprayers, and any other equipment deemed necessary and approved for use by the supervisor.
- Performs maintenance on Town owned vehicles, lawn mowers and tractor and tracks oil changes, replacement parts and mechanical work contracted out in maintenance log noting dates, vehicle and parts replaced or work done. Schedules required maintenance as noted in the owner's manual for vehicles and lawnmowers and as recommended by dealer for John Deere Tractor.
- Maintains the Boat Launch kiosk and pay station. Checks to make sure pay envelopes and hangers are replenished. Approaches those vehicles parked in fee area without proper hanger by placing a hanger and envelope under their windshield wiper to alert patron of required parking fee.
- All inspections and activities must follow Town policies and procedures and any deviation must be approved in writing by the Supervisor or is grounds for discipline including dismissal.
- Assists with distributing Town violations & nuisances and code enforcement per Town ordinances.
- Assist with meter shut-offs, violations or enforcement of shut-off per Town of Cusick's ordinances & per Washington State Code.

### **Backup Water Treatment and Distribution**

By or under the direction of the supervisor and by direct supervision of a designated Washington State certified water treatment and distribution operator, the following subsection outlines other responsibilities and duties performed by the Facilities Maintenance as requested and required to support other personnel, as needed:

- Use of shovels, picks, bars, rakes, vacuums, pumps, pressure washers, and small tools to remove mud, water, rock and debris from valves, vaults, meter boxes and job sites.
- Digs trenches, secures, lowers, and installs pipes, places service lines and taps, replaces



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and compacts bedding and overlay materials as needed.

- Works with supervisor, other Public Works employees, customers, contractors, 3rd parties, and suppliers to perform large scale maintenance and repairs on the Town utility services infrastructure.
- Upon proper certifications assists in operation of all aspects of water source, storage, and distribution of the Town of Cusick public water system and assists in the control over various aspects of the water system including pumps, motors, filters, clarifiers, reservoirs, pipes, valves, machine/equipment used to disinfect or treat water and regulate flow of water into and out of the water treatment plant and in the distribution system under supervision of a Washington State certified water operator.
- Upon proper certifications assists in the maintenance and repair pumps, piping, tanks, valves, and switches, at the City's water treatment plant along with booster stations, reservoirs and lift stations as needed.
- Assist in locating of and exercising of the Towns water and wastewater system valves as needed.
- Record daily chemical usage and adjustments to amounts of chemicals, such as chlorine or brine solution into water, or adjustments to automatic devices that dose chemicals into tanks and disinfect or treat water.
- Upon proper certifications assists in monitoring panel boards, computers, and charts, as well as adjusting controls to regulate flow rates, system pressures, and distribution of water as needed.
- Works with Supervisor installing new water meters & recording and reading existing meters and new meters.

### **Backup Wastewater Sewer Collection, Transfer and Discharge**

By or under the direction of the supervisor and by the direct supervision of a designated Washington State certified wastewater treatment operator the following subsection outlines other responsibilities and duties performed by the Facilities Maintenance as requested and required to support other personnel, as needed:

- Assists in weed control maintenance, at treatment facilities and ponds and at five wastewater lift stations and two effluent lift stations as needed.
- Performs central pivot irrigation maintenance, inspection and repairs, including filling pivot tire tracks with sand, taking water samples and monitoring for nutrient levels, as well as non-food, forage crop management.



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### **General Duties**

- Notify supervisor of and respond to inquiries and complaints; assist response to service calls for water and sewer main line breaks by notifying waterworks operators and distribution management of leaks, system wide pressure issues, flow problems, potholes, park restroom vandalism, boat launch and dock issues, as well as calls from the supervisor and other Town employees.
- Take pride in cleanness and maintenance of equipment and machinery.
- Correctly operate a front-end loader and backhoe to move earth, gravel, and trenching materials when required by Supervisor.
- Performs asphalt patching, concrete patching, and caulking; uses chop saws to cut pipe, asphalt, and concrete. Annually ordering a pallet of asphalt patch.
- Performs right-of-way and landscape maintenance when necessary or needed.
  - May provide on-call, back-up assistance during off-hours for all Public Works related work when needed or required by supervisor.
- Take customer calls whenever possible during on-call status or during working hours throughout the week; document calls, respond to voicemails, public questions, comments, and concerns with tact and courtesy. Provide customer service within the bounds of the Towns ordinance and as required by the supervisor; resolve complaints in an efficient and timely manner.
- Ability to isolate, diagnose, and repair minor equipment malfunctions.
- Ability to perform physical tasks, including repeatedly lifting of at least 50 lbs with or without accommodation.
- Incorporate safety as the number one priority in all working environments.
- Provide needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions when requested or required by supervisor.
- Keep supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, training sessions, and reviews publications as assigned or approved by the immediate supervisor.
- With consideration that the Town of Cusick has a small staff, each employee is expected to perform a wide range of office and field duties as may be required from time to time.
- When time permits assist the Town with other assigned duties.



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### **Other Job Functions**

- Demonstrate punctual, consistent, and reliable attendance which is essential for successful job performance.
- Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
- Execute assignments, projects, and job responsibilities efficiently and within defined timeframes; work independently and effectively with little direction when needed.
- Demonstrate good judgment and employ critical thinking to execute duties; identify issues, seek resolution, and recommend improvements in support of departmental goals.
- Provide assistance to staff and higher level management when needed; participate in resolving operational or interpersonal concerns that directly impact employee or when requested by supervisor; participate in training, meetings, and on committees as assigned by supervisor.
- Respect the value of diversity in the workplace and the community.
- Perform other duties as assigned by supervisor.

### **Desired Skills**

- Knowledge of principles for water/wastewater and public facilities general maintenance
- Ability to operate and maintain hand tools, power tools, and a variety of equipment.
- Utilize a variety of office equipment including desk top computers, copiers, scanner, and phones; utilize mobile devices including lap top computers, cell phones, and tablets for the purpose of asset management and job tracking.
- Knowledge of occupational hazards and safe work precautions; safety measures related to excavation; precautions related to work on or near a traffic right-of-way.
- Knowledge of applicable laws, codes, regulations; ability to follow policies and procedures.
- Excellent communication, interpersonal, and organization skills, including tact, patience, courtesy, respect, responsiveness, understanding, and fairness.
- A personality style which emphasizes collegiality, teamwork, participation, judgement, and a commitment to results.
- Ability to learn quickly and work independently with little or no supervision.

### **Special Requirements**

- Valid Washington State driver's license and Defensive Driving Basics Certificate before



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driving town vehicles.

- This position requires satisfactory results of a pre-employment background check.
- All Contractors must provide proof of current insurance and maintain adequate insurance coverage while employed by Town.

#### **Primary Work Location**

- The selected person will work out of a shop office provided by the Town of Cusick.
- Work truck, credit card, and cell phone with voicemail may be provided.

#### **Important Disclaimer Notice**

The position has an initial 3-month probationary period as determined by the Supervisor and can be extended up to one year. Job duties, responsibilities, skills, functions, experience, educational factors, and the qualifications listed in this job description are characteristic only and not exhaustive of the tasks that an employee may be required to perform. The Town reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or condition of its business, competitive considerations, or the work environment change.

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