

**Town of Steilacoom  
Job Description**

**Position Title:** Seasonal Maintenance Worker      **Date:** 3/23

**Basic Function:** The Seasonal Maintenance Worker may be called upon to assist in the Parks Division or Street/Storm Division of Public Works. The incumbent may assist in repair of street, surface water, and park facilities or may perform miscellaneous grounds maintenance.

**Reports To:** Public Works Director / Serviceperson III / II / I (Parks) / Crew Leader (Streets)

**Duties and Responsibilities:**

1. Mows, Trims, weeds, prunes, and aerates public grounds and parks.
2. Assists in building maintenance and repair.
3. Responsible for collection of litter and cleaning of park restrooms.
4. Prepares facilities for functions as requested.
5. Assist in the maintenance/repair of streets.
6. Perform flagger duties; place traffic cones.
7. May assist other public works crews as needed.
8. Positively/actively supports the Town, residents, and co-workers.
9. Performs other duties and responsibilities as assigned.

*Duties as listed above are illustrations of the types of work that may be performed in the position. Omission of specific statement of duties does not provide an exclusion if the work performed is similar, related, or a logical assignment to the position. The job description may be subject to change by the employer as the needs of the employer and/or requirements of the job change.*

**Knowledge, Abilities, and Skills:**

1. Ability to carry out written and oral instructions.
2. Ability to follow procedures and use techniques necessary to meet the Parks/Buildings/Grounds Division standards.
3. Ability to follow procedures and use techniques necessary to meet the Street/Storm Division standards.
4. Knowledgeable in the safe use of tools and equipment associated with the position.
5. Ability to obtain a flagging card.
6. Ability to work weekends and holidays.
7. Ability to safely drive a town truck.

**Minimum Qualifications:**

1. High School Diploma or GED equivalent.
2. Previous experience in parks/grounds/building maintenance/repair and/or previous experience in the minor repair of streets desired. A combination of experience and training providing the knowledge, skills, and abilities to perform the duties of the position will be considered.
3. Possession of a valid Washington State Driver's License.
4. Verification of good driving record.

5. Must be able to understand/execute written/oral instruction.
6. Flagging Card (to be obtained when requested).
7. Cardio-Pulmonary Resuscitation Certification (to be obtained when requested).

**Terms of Employment:** The position requires the availability to work flexible hours.

**Physical Demands:** Perform strenuous physical labor in a safe manner. Must be able to move/transport up to 60 pounds. Position involves being able to work at ground level as well as heights normally accessed by ladder. The incumbent must be able to traverse uneven terrain as the worksite is the outdoor environment. The incumbent must be able to negotiate safely in a traffic environment. This position requires the employee to work in inclement weather. There is frequent exposure to loud noises, extreme heat/cold, and hazardous materials.