

Natural Resource Maintenance Aide

Pay Range: \$12.17 - \$16.89 per hour, DOE

Hours: 40 hours per week, work shift 7am-3:30pm

Payroll Title: Maintenance Aide I or II

Department/Division: Parks & Community Services / Natural Resource

Employment Status: Temporary 3-6 months with possible extension to 9 months

Closing Date: Open until filled;

Position Summary

Maintenance Aide I positions are primarily an entry/training level position and requires minimal prior experience. Employee will receive direct supervision while on the job site. Maintenance Aide II positions require prior experience and will receive direct supervision while on the job site in most cases, but the amount of direct supervision required may diminish as proficiency in task performance and equipment operation increases. Employee may work independently on the basis of clear instructions. Work consists of routine and repetitive tasks, processes, and/or operations and will be performed cooperatively with other employees and completed in a manner that assures individual, co-worker, and public safety in all weather and working conditions. Work is to be completed with appropriate efficiency and in a manner that commands the respect of or demonstrates appropriate courtesy to, co-workers, and the public.

Primary Responsibilities:

- Maintenance Aide I - assists full-time and other Maintenance Aide II employees with trail and farm maintenance including weed eating, mowing, backpack blowing, pruning, irrigation ditch and drainage systems repair with direct supervision.
- Maintenance Aide II – performs above responsibilities with limited supervision.
- Clears storm damage, builds and constructs all trail components, implements wetland, forestry, wildlife, and stream enhancement projects.
- All other general maintenance duties as assigned.

Minimum Qualifications for MAI positions:

- High school diploma or a GED equivalent.
- Exposure/experience adhering to safety rules and procedures is desirable.
- Required to possess a valid Washington driver's license by date of hire. Must have and maintain a good driving record according to City standards. Current original drivers abstract required at time of interview.
- Working knowledge of and familiarity with hand-held power tools and related maintenance equipment.
- Basic mechanical skills and manual dexterity.
- Ability to learn to operate safely the equipment and machinery necessary to perform assigned tasks.
- Ability to listen and understand direction/instruction, communicates with team members, and responds to customers tactfully and courteously.
- Must be able to communicate effectively.

Additional Qualifications for MAII positions:

- Knowledge of trails procedures or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Knowledge of preventative maintenance processes, techniques, and procedures.

Physical Demands:

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 50 pounds.
- The noise level in the work environment is usually moderately loud.
- Exposure may include traffic, fumes, chemicals, flying debris, noise. Employees with exposure will be required to provide and wear leather, steel-toed or equivalent protective footwear (ANSI approved).
- Employee must be willing and able to work outside in all weather conditions and provide weather-related gear if/as needed such as rain gear and/or coat. Employees must provide and wear work clothing appropriate to their duties. Some tasks require a long-sleeved shirt.

Definition of a Temporary:

- Hired on the City's payroll for up to 9 months working full-time or part-time.
- Cannot work for more than 9 months in the previous 12 months, whether in the same position or a series of consecutive positions.
- Cannot work simultaneously as a temporary employee and a temporary agency worker.
- A temporary employee who has worked the 9 month maximum in the previous 12 months must have at least a 3-month break in service before being re-employed by the City in another temporary status.
- At-will for the duration of the temporary status, except as indicated by union contract.
- Employment eligibility of a new hire into a temporary status must be verified.
- Temporary workers will be placed in non-regular positions, and shall receive no other compensation or benefits than the designated base hourly rate for hours of actual work performed except as specifically authorized by ordinance.

How To Apply

Application may be downloaded from the Temporary Jobs page, picked up at City of Bellevue, Parks Resource Management office located at 16023 NE 8th Street, Bellevue, WA 98008, M-F 7:30am-4pm, 425-452-6855 or picked up at the Service First Desk located on the main floor of City Hall: 450 – 110th Ave NE, Bellevue, WA 98004, M-F 8am-5pm.

Send completed applications with resume, if desired to:

City of Bellevue
 Parks/Natural Resource MA
 Attn: Michelle Campbell-Rekaby
 16023 NE 8th Street
 Bellevue, WA 98008

For more information, call Kevin Husemann at 425-452-4154 or email:
khusemann@bellevuewa.gov