

UTILITIES DEPARTMENT
Utilities Maintenance Aide II
Temporary Position

Pay Range: Starts at \$14.15 – 16.83 per hour, DOE
Hours: 40 hours per week, work shift will vary depending on assignment
Payroll Title: Maintenance Aide II
Division: Operations & Maintenance Division
Employment Status: Temporary
Assignment Length: Varies, depending on the work assignment
Closing Date: Open until filled
Number of positions: Varies, depending on Section needs

Job Summary

Performs a variety of manual labor tasks in assistance to fully-trained personnel to repair, maintain, operate, and install basic City infrastructure systems. 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. Employees 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. Work may also be performed independently on the basis of clear instructions. 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.

Essential Duties and Responsibilities

Wastewater Maintenance – Under direct supervision, may assist with sewer line repairs, inspections and maintenance, dig around underground utility pipes, make manhole adjustments, wash wet wells, clean and maintain pump stations, conduct high velocity cleaning of system components, complete manhole surveys, inspect system plumbing/flushing components, operate jackhammers and other power equipment, clean up worksites and vehicles, and drive light utility vehicles.

Storm and Surface Water Maintenance – Under direct supervision, inspect, repair, construct, and clean storm drains and catch basins. Vegetation removal and brushing. Inspect, clean, repair, and add insulation to storm drainage systems. Reconstruct stream corridors. Inspect and maintain stream gauging equipment. Clean vehicles, flag and direct traffic, dig around utility sites, and drive light duty vehicles.

Street Maintenance – Under direct supervision (unless approved by the Crew Leader or Superintendent for independent work on specific tasks), maintain, construct and repair concrete and asphalt sidewalks, patches roadways, repair asphalt surfaces, sweep streets, install street signs, install lane buttons and other pavement markings, and clear brush and weeds from City right-of-ways by cutting, edging, mowing, and spraying. Flagging, cleaning worksites and vehicles, and driving light duty vehicles.

Water – Under direct supervision and working independently, clean and paint fire hydrants, open and close (exercise) fire hydrants, open and close (exercise) watermain gate valves, clean worksites and vehicles, flags and drives light duty vehicles.

Qualifications

- High school diploma or a GED equivalent, preferred with 2 – 4 months related construction or maintenance labor experience.
- Must be at least 18 years of age.
- Working knowledge of and familiarity with hand-held and hand-held power tools and related maintenance equipment.
- Basic mechanical skills and manual dexterity.
- Knowledge or preventative maintenance processes, techniques, and procedures.
- Ability to learn to operate safely the equipment and machinery necessary to perform assigned tasks.
- Exposure/experience adhering to safety rules and procedures is desirable.
- Ability to listen and understand direction/instruction, communicate with team members, and respond to customers tactfully and courteously.

- Must possess a valid Washington driver's license by date of hire. Must have and maintain a good driving record according to Department standards. Proof required at time of interview. Applicants will be disqualified under the following circumstances:
 - Violation - more than two moving violations in the preceding three years; reckless driving violation within the preceding three years; DUI within the preceding three years.
 - Accidents - more than one motor vehicle accident within the preceding three years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of "guilty" or "nolo contendere".

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 reaching with hand and arms. Vision abilities required by this job include close vision and ability to adjust focus. Pulling, pushing, climbing, standing, bending or stooping for extended periods.
- The employee may be required to push, pull, lift and/or carry up to 75 pounds.
- The noise level in the work environment is usually moderately loud.
- Hazard may include traffic, fumes, chemicals, flying debris, noise. Wastewater employees will be working in areas that may be exposed to sewage.
- Employees with hazard exposure will be required to provide and wear leather, steel-toed or equivalent protective footwear (ANSI approved).
- Employees 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 long pants and shirts with sleeves a minimum of 4" long. Some tasks require the employee to provide and wear long-sleeved shirt.
- Periodic overtime may be required in emergencies.

Definition of a Temporary

Hired on the City's payroll for up to nine months working full-time or part-time.

Cannot work for more than nine 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 nine month maximum in the previous 12 months must have at least a three 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

Applications may be obtained by returning to the Temporary Jobs page, or picked up at the City of Bellevue, Bellevue Service Center located at 2901 115th Avenue NE, Bellevue, WA 98004, M-F, 7 AM – 3:30 PM, 425-452-7840.

Send completed application with resume to:

City of Bellevue

Utilities/Operations & Maintenance Division

Attention: Kathryn Lew

2901 115th Avenue NE

Bellevue, WA 98004

For more information, contact Kathryn Lew at 425.452.4893 or by email at klew@bellevuewa.gov

09/08/2006