



City of Kalama

Incorporated 1890

Position Description

Position Title:	PW Technician I – Entry Level	Last Revised:	1/14/2020
Position Status:	Regular Full-Time	FLSA:	Non - Exempt
Department:	Public Works	Union	Union
Supervisor:	Director of Public Works	Salary Range	\$24.47-28.74 per hour

Position Description

- Performs many types of unskilled work including but not limited to: driving, digging, mowing, sweeping, traffic flagging, painting, repairing, carrying (up to 80#), ladder-climbing, etc. which are required to perform tasks assigned to the Public Works Department.
- **Accomplishes tasks which will prepare the person for maintaining and operating all the water, sewer, street, park and building facilities of the City**
- Learns to proficiently operate most Public Works Department equipment including: back hoe, cutoff saw, compactor, dump truck, chlorinators, pumps, etc. which are required to perform tasks assigned.
- Work requires average physical agility and dexterity and visual acuity to operate assigned equipment and tools
- May advance to PW Technician II-IV or PW Maintenance Specialist based on job skills, and certifications as addressed in the most recent bargaining agreement. Can also advance to Plant Operator if meets qualifications.

Essential Job Duties

- Follow oral and written instructions; Communicate clearly both orally and in writing;
- Fill out job orders, add, subtract & multiply, and divide;
- Use a variety of hand and power operated tools and equipment, such as, shovels, picks, rakes, crowbars, mowers, trimmers, electric drills, wrenches, compressor and jackhammer and various types of saws necessary to accomplish primary work activities.
- Maintenance of City buildings and grounds including sweeping, painting, carpentry work, cleaning gutters, cutting grass, janitorial work, furniture moving and plumbing.
- Operate all of the following as required by the City: dump trucks, pickups, compressors, volt and ohm meter, water/chemical sampler, and all equipment and vehicles necessary to perform construction, maintenance and repair
- Assist with the maintenance of the Public Works Department vehicles and equipment
- Perform plumbing operations, necessary to install or remove, repair and replace toilets, sinks, and water piping systems using appropriate tools.
- Locate, mark and/or repair breaks in water and sewer mains, review maps for valve locations; set up traffic control devices and excavate hole; replace valves and mains as needed;
- Perform street maintenance including installing signs, cleaning culverts and ditches, trimming trees, patching streets, laying asphalt, and picking up litter;
- May operate spray painting equipment or hand brush to paint street stripes and fog lines, crosswalks, dividing lines, curbing and other areas and objects.
- Assist with the construction or repair of curbs, sidewalks, gutters, catch basins, manholes, storm lines, sewer lines, traffic control devices
- Assist with the maintenance and operations of the drinking water treatment plant, including obtain turbidity, pH and chlorine readings; record results; measure, add and mix diatomaceous earth, and fluoride as required
- Maintain and repair reservoirs; inspect reservoirs for leaks; perform grounds keeping functions to maintain areas around reservoirs
- Perform maintenance on pressure sewer systems; maintain and repair tanks including electrical problems, clogged lines and high-level floats; inspect tanks settings to ensure proper levels.

- Assist with the maintenance and operations of water booster stations, sewer lift stations, reservoirs, fire hydrants, valves, pressure reducing valves, water meters, and alarm systems;
- Perform meter reading duties; maintain complete records for water and finance departments; shut off water services to non-paying customers as assigned
- Perform maintenance at parks and green areas including mowing, sweeping, changing flags, leaf-gathering, planting, and litter pickup;
- Operate computers and enter data;
- May be asked to occasionally supervise other personnel and/or volunteers at job sites;
- Respond to all public inquiries in a courteous manner. Provide information within scope of knowledge;
- Perform all work safely, following all safety rules and procedures established for work area;
- Work scheduled and unscheduled overtime and be on-call as required;
- Perform other duties and projects as assigned and directed.
- Work in a wastewater treatment plant under direction of the plant operator

Working Environment

- Works in extreme weather conditions including ice, snow, rain, and during hot summer months working with paving materials;
- Includes working in or near traffic;
- Moderate potential exposure to insect bites or poison oak;
- Exposure to chemical irritants produced by solvents;
- Employees are exposed to vibrations, loud noises, offensive smells, dust, dirt, vicious dogs and water;
- Normal safety precautions are required; and the incumbent may wear protective clothing and equipment such as rain/snow gear, boots, goggles, and gloves;
- Work includes working in confined spaces of manholes, catch basins, and trenches during wet conditions;
- Work requires physical exertion such as long periods of standing, walking over rough, uneven surfaces, and recurring bending, crouching, stooping and reaching, climbing steps or ladders, and occasional lifting of moderately heavy items;

Qualifications & Education

- Requires physical ability sufficient to perform essential job duties.
- Graduate from High School or GED
- Hold valid driver's license;
- Pass pre-employment drug test.

Special Requirements

- Hold or obtain a First Aid/CPR Card within 6 months ;
- Hold or obtain a State of Washington Flagging and Traffic Control Card within 6 months;
- Have or obtain CDL Class B with air brake certification within 24 months;
- Be able to obtain Water Treatment Plant Operator In Training certification in at the end of 6 month's employment;
- Basic plumbing and electrical skills;
- Past history of work in water distribution, wastewater industry, and/or various construction fields helpful.

The statement contained herein reflects general details as necessary to describe the principal function of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered all-inclusive as to work that may be assigned.