

February 25, 2021

### Job Opening

The City of Tonasket is now accepting applications for the position of Maintenance Worker/Parks & Cemetery Caretaker. Application and job description and additional information are available at the Tonasket City Hall, 209 S. Whitcomb Ave. or also on the city's website [www.tonasketcity.org](http://www.tonasketcity.org) Office hours are 8:00 am to 4:30 pm, Mon-Fri. The City of Tonasket is an equal opportunity employer. This is a union covered position.

Please submit a cover letter and resume with the application by 4:30 pm March 23, 2021. The appropriate paperwork may be mailed or dropped off at City Hall, 209 S. Whitcomb Ave, Tonasket, WA. Applications can also be emailed to [tonasket@nvinet.com](mailto:tonasket@nvinet.com)

Please call City Hall 509-486-2132 prior to dropping off the application and required documents, due to the fact City hall may be closed to the public due to COVID19.

CITY OF TONASKET

DEPARTMENT: Public Works Department

TITLE: Maintenance Worker/Parks/Cemetery Caretaker

REPORTS TO: City Superintendent

**POSITION PURPOSE**

Performs manual labor, proficient in use of hand tools, power tools, hydraulic systems and operation of light and heavy equipment in the course of duty to detect, prevent (if possible) problems and also maintain City's streets, parks, sewer plant, sewer and water lines and performs all related work as required.

**ESSENTIAL DUTIES:**

**CEMETERY & PARK**

Inspects, diagnoses, overhauls, repairs and maintains gasoline, diesel and mechanical equipment and machinery such as backhoes, graders, automobiles, dump trucks, pumps (including water, hydraulic and air pumps), generators and air compressors. May do some arc and gas welding and fabricate parts. Perform repairs in the field.

Performs on worksite, the removal of garbage daily from the city park, cleaning both restrooms and picking up fallen branches and litter off the grass. Prepares for public events in the city park.

Performs turf maintenance to all park facilities and cemetery grounds, including mowing, weed-eating, edging, aerating and sweeping. Performs tree and shrub maintenance procedures, including planting, watering, mulching, weeding, fertilizing, spraying, pruning, and raking.

Opens and closes graves and sometimes disinterns bodies from graves for relocation. Performs weekly work raising graves and stones that have sunk.

Performs basic carpentry, mechanical and plumbing work, such as installing and maintaining automatic water lines.

**WATER**

To explain to the public why water is off and approximately how long it will be off, for repair, etc. of line.

Preventive maintenance, to remove, repair or install water lines to the property line of residents and businesses.

Reading of meters (water) and repairing/installing of water meters as needed. Winterizing of meter boxes.

Repair and maintenance of water system including main lines, valves, fire hydrants, and supply lines. Compile maintenance data on water lines, valves and hydrants.

Clearing of storm drains of snow and other debris to ensure flow and operation of drains, clearing of culverts to aid in runoff control of water.

**SEWER**

Preventative maintenance, to remove, repair or install sewer lines to residents, businesses etc.

To be able to operate lift stations.

PUBLIC WORKS DEPARTMENT  
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Maintain the sewer plant as directed.

**STREET**

Traffic control of streets when work is being performed. This could include flagging.

Street work to include but not limited to snow removal, street sweeping, sign installation and repair, road grading, and preventative maintenance and repair of streets.

**WEED AND PEST CONTROL**

Spray park, curbs, cemetery, roadways, and all other city owned property as needed and directed.

**GENERAL**

Repair and maintenance of City buildings, fences, and property.

To compile maintenance DATA on city vehicles and equipment.

To be able to read maps of street mains, to shut off water in different areas for repair or replacement of valves, meters, fire hydrants or to add service lines.

To be able to perform other duties assigned by supervisor, such as but not limited to cemetery, parks and other City property.

Required to work weekends on a rotation basis with other public works department staff which includes: returning to city in emergency situations with in a thirty minute response time, daily pumping of sewer plant, checking wells and reservoirs and opening gates to the parks. To check the parks and open doors to the bathrooms. Cemetery duties as needed including burials, general park maintenance and cleaning of restrooms, and other jobs as directed.

**PERIPHERAL DUTIES:**

Operates a variety of power construction and maintenance equipment used in the water, sewer and street departments.

Perform duties outside of classification.

**SKILLS AND ABILITIES:**

To keep a safe and clean work environment.

Ability to operate and maintain various hand and power equipment as well as light equipment such as backhoe, tractor, payloader, cement mixer, tamper, welder, gas cutting torch, sprayer, dump truck, mowers, and other equipment as directed.

Ability to interact with public in a courteous and professional manner. Ability to communicate with supervisor and other employees. Ability to follow orders.

Ability to acquire a license for herbicide and pesticide spraying.

Performs basic carpentry, mechanical and plumbing work, such as installing and maintaining automatic water lines.

Ability to read and understand maps.

PUBLIC WORKS DEPARTMENT  
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Ability to climb in and out of trenches, holes, and equipment.

Ability to lift a minimum of 50 pounds.

Ability to acquire a flagging card within 6 months.

Ability to follow orders.

**WORKING CONDITIONS:**

To work in any and all weather conditions.

Will work at times in water and wastewater.

Will be kneeling, lifting, laying, climbing, sitting, walking, crawling and in small confined spaces for repair and maintenance and other tasks.

The work hours for this position may be flexible.

This position is represented under a Collective Bargaining Agreement.

**MINIMUM REQUIREMENTS-**

18 years of age or older.

High school diploma/GED or work experience equivalent

Pass physical exam and alcohol/drug testing. Pass the City of Tonasket's screening process.

Must have a current Washington State Driver's license and must have a Class B or A CDL.

Ability to remain insured under city's insurance carrier.

Have working knowledge of hand tools, power tools, and light and heavy equipment.

To acquire a Group 1 or 2 Water Management Certificate and a Group 1 or 2 Wastewater Certificate within 3 years of hiring date. (The decision whether a Group 1 or a Group 2 Certificate in Water or Wastewater is acquired will be up to the Public Works Superintendent.)

Self-motivated, good working habits, high responsibility level to general appearance and maintenance of City.

**Job Description Received:**

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date



## EMPLOYMENT EXPERIENCE

Start with your present or most recent job. Include any job-related military service assignments and volunteer activities.

Employer's Name:	From:	To:
Address:	Supervisor:	
Phone: ( )	Hours Worked Per Week:	Starting Salary:
Position:	Last Salary:	
Number of Employees Supervised by You:		
Reason for Leaving:		
Primary Duties:		

Employer's Name:	From:	To:
Address:	Supervisor:	
Phone: ( )	Hours worked Per Week:	Starting Salary:
Position:	Last Salary:	
Number of Employees Supervised by You:		
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Primary Duties:		

Employer's Name:	From:	To:
Address:	Supervisor:	
Phone: ( )	Hours worked Per Week:	Starting Salary:
Position:	Last Salary:	
Number of Employees Supervised by You:		
Reason for Leaving:		
Primary Duties:		

Attach an additional sheet if necessary

**ADDITIONAL INFORMATION**

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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Describe any job-related training received in the United States military.

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List professional, trade, business, or activities and offices held.

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Summarize special job-related skills and qualifications acquired from employment or other experience.

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State any additional information you feel may be helpful to us in considering your application.

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**PERSONAL REFERENCES (No Relatives)**

1. \_\_\_\_\_ ( )  
(Name) Phone No.

2. \_\_\_\_\_ ( )  
(Name) Phone No.

3. \_\_\_\_\_ ( )  
(Name) Phone No.

4. \_\_\_\_\_ ( )  
(Name) Phone No.

Have you ever used an illegal substance? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what substance(s) \_\_\_\_\_

When was the last time you used? \_\_\_\_\_

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses which has not been annulled or expunged or sealed by a court? \_\_\_\_\_

If yes, explain in full \_\_\_\_\_

**In consideration of the City of Tonasket permitting me to apply for this position, and further processing my application, I hereby authorize the City to perform a background investigation on me. I hereby release, hold harmless and indemnify, from any and all liability for damages, all persons who may provide such information to the City. I further waive any rights that I may have to discover or demand the results of said background investigation and any materials obtained during or related to apply to my heirs, assigns and any other persons claiming through me.**

**To the best of my knowledge, the information herein is true and complete. I understand that falsification of this application will be grounds for elimination from further consideration, or, if employed, for dismissal at any time. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me.**

**Further, I understand that at time of hire I will be required to provide documentation showing authorization to work in the United States.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date