

March 29, 2021

Job Opening

The City of Tonasket is now accepting applications for the position of a Seasonal Maintenance Worker. Application and job description are available at the Tonasket City Hall, 209 S. Whitcomb Ave. or also on the City's website tonasketwa.gov Office Hours 8:00 am to 4:30 pm, Mon. - Fri. The City of Tonasket is an equal opportunity employer.

Please submit a cover letter and resume with the application by 4:30 pm April 22, 2021. The hourly wage is \$15.50. 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

Alice J. Attwood
City Clerk-Treasurer

PUBLIC WORKS DEPARTMENT
Seasonal Maintenance Worker

CITY OF TONASKET

DEPARTMENT: Public Works Department
TITLE: Seasonal Maintenance Worker
REPORTS TO: City Superintendent

DESCRIPTION

Seasonal Maintenance Worker---Will perform unskilled and semi-skilled labor in maintenance and related service activities related to parks, cemetery, and city facility maintenance.

Essential Functions will include:

- Water, mow, weed, trim, renovate and fertilize lawns, assist in planting, watering and maintaining landscaped areas consisting of trees, flowers, shrubs, and lawns; assist in trimming in and pruning trees, bushes and shrubs.
- Rake leaves and clear debris and litter from walks, fields, courts, city parking areas, and other public places.
- Clean and sanitize restroom facilities and fixtures including sinks, urinals, toilets; replenish supplies in restrooms; sweep and mop floors; wash windows, mirrors and walls, to be done daily.
- Perform maintenance and painting of interior/exterior facilities, picnic tables, and playground equipment
- Assist in installing and repairing and maintaining irrigation systems, sprinkler heads, solenoid valves, and automatic timers
- Operation of pickups with automatic/manual transmissions, tractors, lawn mowers, side mowers, orchards mowers, chainsaws, pole saws, weed eaters, jackhammers, compactors, and a variety of small tools
- The Splash Park—wipe down characters with scrubbing bubbles and hose down concrete twice a week.
- All other duties as assigned

Knowledge, Ability, and Skills utilized include:

- Knowledge of material, methods, and techniques/terminology commonly used in construction, repair, and maintenance of parks, cemetery,
- Ability to follow specific oral and written directions
- Ability to communicate in English orally and in writing to communicate with supervisors
- Ability to read, write and perform mathematical equations
- Individual must be highly motivated with the ability to work with and without supervision
- Self-motivated, good working habits, high responsibility level to general appearance and maintenance of City.
- 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 cement mixer, sprayer, 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.
- Have working knowledge of hand tools, power tools, and light equipment.

Working conditions include:

- Assignments will be primarily outside and may require work in inclement weather, hot, cold, noisy, dirty, wet or cramped work sites
- Work in hazardous areas ditches, pits
- Work around heavy equipment
- This position requires the physical ability to perform manual tasks, mobility to navigate all types of surfaces and terrain
- The employee will be required to reach, stoop, kneel, crawl, climb, balance, and twist, and lift loads up to 60 pounds

Job Requirements

- Must have a High School Diploma or GED
- Must have a current, valid and properly classed Washington State Driver's License without record of suspension or revocation in any state is required; driving record must, for any date during employment thereafter, be free of any violation for 1) Reckless driving, 2) Hit and run or 3) Driving under the influence of alcohol or drugs. An abstract of driving record will be acquired by the city prior to hiring.
- Must be 18 years of age or older, to legally operate power equipment
- Employee will be required to take and successfully pass a pre-employment drug and/or alcohol test
- Pass Background check.

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

City of Tonasket
P. O. Box 487
Tonasket, WA. 98855

Phone 509-486-2132
Fax 509-486-1831

Application for Employment

Date of Application: _____ Social Security No. _____

Name _____
Last First Middle Initial

Address: _____ City _____ State _____ Zip _____

Telephone () _____ Message () _____ Work () _____

Have you ever been employed by us before? Yes () No () If yes, give dates: _____

Relatives Employed by the City: _____

Relationship: _____ Department: _____

Position Desired: _____ Pay Expected: \$ _____

Would you work overtime if asked? Yes _____ No _____

When will you be available to begin work? _____ Driver's License # _____

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma or GED
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

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:		
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:		
Reason for Leaving:		
Primary Duties:		

Attach an additional sheet if necessary

ADDITIONAL INFORMATION

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

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

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

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

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

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