



Public Works Assistant – Full Time

FLSA Status: Non-Exempt
Reports To: Public Works Director
Salary Range: \$23.69-24.81 per hour DOE
Employee Status: Full Time (40 hours per week)
Benefits: Standard Medical, Dental, Vision and Basic Life benefits eligible
(set out in the City's personnel policies, subject to coverage changes
annually as decided by council)

Posted Date: 10/29/2024 **Close Date: 11/29/2024**

NATURE OF WORK

The City of Roy Public Works Assistant is responsible for maintenance, janitorial and upkeep operations. They are expected to work collaboratively with the public works director and other city staff to ensure that daily and necessary tasks are completed efficiently in a timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Public Works Assistant performs duties to include maintenance, repair, and upkeep of all City property consisting of properties, buildings, streets, easements, sidewalks, storm drains, and parks. The assistant also maintains all City equipment including trucks, tractors, generators, ground tools and small hand tools and more.

Activities include but are not limited to janitorial services, yard work, operation of mower, weed eater and other tools and equipment, and reading, locking and unlocking water meters.

The Public Works Assistant performs other duties as assigned, including work in other functional areas to assist with special projects, animal control and to meet other City needs.

JOB DUTIES AND RESPONSIBILITIES

This job description reflects 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 assigned, including working in other function areas to cover absences, to equalize peak work periods, or to otherwise balance the workload.

OTHER EXPECTATIONS

- Demonstrates teamwork by establishing and maintaining cooperative working relationships, displaying support and respect for others in communications, and proving to be reliable and responsible.
- Maintains appropriate behavior, appearance (as appropriate for position) and performance.
- Regularly, it takes the initiative in recommending changes in work methods, policies, and procedures to improve delivery levels of service and improve overall operating efficiencies.
- Perceives when non-routine activities are required and offer help without needing to be asked.
- Makes efforts to modify workload to assist with an emergent problem, assignment, or project whenever feasible.
- Perform quality customer service to internal customers in person in an open and often busy environment.
- Participates in emergency management operations as needed.
- Assist other departments in obtaining information as assigned by supervisor when workflow of either department deems it necessary.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Preferred knowledge of water meter systems and operations.
- Ability to operate personal computers with multiple software applications, knowledge and skills with internet applications.
- Ability to multi-task and deal with interruptions.
- The ability to plan, analyze, prioritize, coordinate and produce accurate work in a timely manner and in accordance with sound accounting practices.
- Ability to follow stated oral and written instruction.
- Skills and ability in written and oral communication are sufficient to handle time sensitive projects and problems.
- Develop strong working relationships with divergent groups and communicate technical and financial concepts to staff.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Work is performed in a variety of environments.
- Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, mobility, balancing, pushing, pulling, lifting and more.
- Heavy Work: lifting, carrying, pushing up to 50lbs.
- Other Factors: May on occasion be required to work extended hours including evening or weekend.

TOOLS AND EQUIPMENT POTENTIALLY USED

Personal computer, spreadsheet, word processing, scanner, telephone, 10-key, copy/fax and scanner, power tools, various vehicles, mowers, gardening equipment and more.

MINIMUM REQUIREMENTS

- High School Diploma or General Equivalency Diploma (GED)
- Additional water certifications are preferred.
- Valid Washington State Driver's License
- Knowledge of Washington State Secretary of State Retention Schedule

NOTE:

1. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
2. This job description in no way implies that these are the only duties to be performed. Employees occupying this position will be required to follow job-related instructions and to perform job-related duties requested by their supervisor.
3. This job description does not constitute an employment agreement between the City of Roy and the employee. Description is subject to change as the needs of the city and requirements of the job change.
4. All final applicants are subject to a background check prior to any offer being accepted.
5. The City of Roy is an equal opportunity employer and does not discriminate on the basis of any protected classes of individuals.

HOW TO APPLY

Visit City of Roy Job Opportunities at <https://www.cityofroywa.us/> for application packet.

Submit completed application, resume and letter of interest to Human Resources at 216

McNaught St S, Roy, WA, 98580 or email completed packet to RoyCityHall@CityOfRoyWA.US

- Please attach a copy of your resume and a cover letter for consideration.

CITY OF ROY

PO BOX 700 * ROY, WA 98580-0700
216 McNaught St S

Employment Application Position Applied For _____ **Date** _____

APPLICANT INFORMATION

Last Name _____ First _____ M.I. _____

Street Address _____ Apartment/Unit # _____

City _____ State _____ ZIP _____

Phone _____ Cell Phone _____

E-mail Address _____

List licenses or certificates:

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S. and can you provide documentation? YES NO

Have you ever worked for the City of Roy? YES / NO If so, when/position?

Do you have a driver's license? YES / NO Driver's License #/Exp.

EDUCATION

High School Address
From _____ To _____ Did you graduate? YES NO Degree

College Address
From _____ To _____ Did you graduate? YES NO Degree

Other Address
From _____ To _____ Did you graduate? YES NO Degree

REFERENCES

Please list professional references (Someone not related to you)

Full Name _____ Relationship _____

Company _____ Phone - _____

Address _____ Email _____

Full Name _____ Relationship _____

Company _____ Phone - _____

Address _____ Email _____

Full Name Relationship
Company Phone -
Address Email

PREVIOUS EMPLOYMENT (LAST 10 YEARS - - PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY)

Company Phone ()
Address Supervisor
Job Title
Responsibilities
From To Reason for Leaving
May we contact your previous? YES NO Preferences:
supervisor for a reference?

Company Phone ()
Address Supervisor
Job Title
Responsibilities
From To Reason for Leaving
May we contact your previous? YES NO Preferences:
supervisor for a reference?

Company Phone ()
Address Supervisor
Job Title
Responsibilities
From To Reason for Leaving
May we contact your previous? YES NO Preferences:
supervisor for a reference?

SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired that may qualify you for work with our City for this position.

MILITARY SERVICE

Branch _____ From _____ To _____

Duties _____

OTHER

Were you found to have committed any traffic violations in the last 7 years? Yes ____ No ____ If yes, please explain _____

NOTE: Traffic violations may have a bearing on your insurability with the City's insurance carrier.

Can you, with or without accommodation, perform the essential functions of this position as listed in the job description? Yes ____ No ____

PLEASE READ CAREFULLY BEFORE INITIALING AND SIGNING THIS APPLICATION

I authorize the City of Roy to investigate all statements in this application and to secure any necessary information from my past employers, references, and academic institutions about my past employment, my workplace ethics, and other information relevant to my suitability for this position except as prohibited by law, including laws concerning medical conditions. I also authorize the city to obtain a driver's abstract (MVR) when job-related, and to verify job-related licenses/certificates. **I hereby release all of those employers, references, academic institutions, and the City from any and all liability arising from their giving or receiving lawful information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City.** _____(initials)

I also authorize the City to secure financial and credit information, including some information from consumer reports, for the express purpose of considering me for employment, through an appropriate agency. I also understand that before taking any adverse action based in whole or in part on the report, the City will provide to me the report relates: (i) The name, address, and telephone number of the consumer reporting agency providing the report; (ii) a description of my rights pertaining to consumer reports obtained for employment purposes; and (iii) a reasonable opportunity to respond to any information in the report that is disputed by me. I understand that, upon my written request made within a reasonable period of time, the agency providing a consumer credit report to the City will provide me with a complete description of the nature and scope of the credit report investigation. **It is further agreed and understood that I shall hold the City of Roy harmless for use of any and all information gained through these inquiries.** _____(initials)

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning but not limited to my credit, academic credentials, past employment and employment references. **I further understand that the statements on this application may be investigated at any time, and that any material misrepresentation or omission in any of my answers or statements may result in cancellation of my application, or if employed, may be cause for dismissal.** _____(initials)

In the event of my employment with the City, I will comply with all rules, regulations, and policies set forth in the City's personnel policy manual or in communications distributed by the City. Employees of the City are at will. An at-will employee is defined as an employee who may be dismissed by an employer at any time, with or without cause and with or without notice and opportunity to be heard.

I hereby acknowledge that I have read and understand the preceding statements.

Signature: _____

Date: _____

PLEASE SUBMIT THIS APPLICATION FOR EMPLOYMENT

In person: 216 McNaught St S, Roy, WA 98580
By mail: PO Box 700, Roy, WA 98580-0700