

TEMPORARY MAINTENANCE WORKER JOURNEY LEVEL
City of Newport, Washington

Applicant will perform a variety of skilled maintenance and construction work in the Street Division of the Public Works Department. This position is Monday through Friday and may be subject to call out on evenings and weekends. A current CDL Class A/B driver's license and experience running heavy equipment and dump trucks/snow plows preferred. \$27.09 per hour. This position will not include benefits and will be for 6 months or less. Please contact Newport City Hall, 200 S. Washington Avenue or (509) 447-5611 for an application packet. First Review: 06/14/2024, open until filled. (EOE)

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Inquiry <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____			
Last Name		First Name	Middle Name
Address	Number	Street	City
		State	Zip Code
Telephone Number(s)		Social Security Number (voluntary)	

Best time to contact you at home is: :_____ ^{AM}/_{PM}

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? If Yes, give date _____ Yes No

Have you ever been employed with us before? If Yes, give date _____ Yes No

Do any of your friends or relatives, other than spouse, work here? Yes No
 If Yes, state name, relationship and location _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. Yes No

Date available for work _____ What is your desired salary range? _____

Are you available to work: Full Time (Please indicate 1 2 3 shift)
 Part Time (Please indicate Mornings Afternoon Evenings)
 Temporary (Please indicate dates available _____ - _____)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

EDUCATION

School	Name and Address of School	Course of Study	Number of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

ADDITIONAL INFORMATION

State any additional information you feel may be helpful to us in considering your application, including any job related training in the U.S. Military.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES **Do not include family members or past supervisors.**

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

_____	_____
Signature of Applicant	Date

CITY OF NEWPORT
WAIVER/AUTHORIZATION TO RELEASE INFORMATION

This document affects your legal rights.
Read carefully before signing.

To Whom It May Concern:

I the undersigned request and authorize you to furnish to the City of Newport any and all information that you have concerning me. To include, however not limited to work record, criminal/traffic violation history, driver's license record, and such other information and records you may have in your possession relating to me. Information of a confidential or privileged nature may be included in the materials you provide to the City of Newport. Your reply will be used to assist the City of Newport in determining my qualifications for a position with the City of Newport.

I understand my right to request access to public records relating to me pursuant to Title 5 of the United States Codes, Section 522. et seq., the privacy Act of 1974, the Freedom of Information Act, and the Revised Code of Washington (RCW) 42.17 et seq., and specifically waive those rights understanding that the information furnished will be used by the City of Newport in conjunction with this employment procedure. I will make NO attempt to gain access to the information provided to City of Newport in conjunction with employment procedures.

I hereby do release you, your organization, your agents and others from any liability or damages which may result from furnishing information to the City of Newport pursuant to this waiver and authorization to release information. Should there be any questions as to the validity of this waiver and authorization to release information form, you may contact me as indicated below.

Date

Applicant's Signature

Social Security Number

Applicant's Printed Full Legal Name

Date of Birth

Current Address

Driver's License No.# and State of Issuance

Telephone Number

City of Newport Job Description

Job Title: Maintenance Worker Journey Level
Department: Public Works Department
Reports To: Public Works Director
FLSA Status: Non-Exempt
Revised Date: November 7, 2022

SUMMARY:

Under supervision, performs a variety of skilled maintenance and construction work in the Street Division of the Public Works Department. This position also assists in the utility departments when needed. Duties include construction, repair, and maintenance of City streets, alleys, and sidewalks. Operates and maintains vehicles and heavy equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are not inclusive of all duties and the incumbents perform other related duties as required.

- Utilizes heavy equipment daily such as snowplows, rollers, grader, front end loader and backhoe.
- Ability to use and operate motorized vehicles and equipment, including tractor and all attachments, backhoe, pickup truck, utility truck, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, and phone.
- Maintains City Park grounds, restrooms and playground equipment.
- Maintains grounds of all City owned property, keeping lawns mowed, watered and weed-eated.
- Cleans rain gutters; sweeps roofs and sidewalks.
- Assists in the construction and maintenance of streets, alleys, right-of-way, culverts, sidewalks, and storm drainage basins.
- Assists in required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and sewer line cleaning, main and pipe repair, laying and backfilling.
- Paints street lines and curbs.
- Responsible for keeping the City's sidewalks and steps clear of snow and ice.

- Inspect drainage systems and storm sewer systems at frequent intervals to insure that all aspects of the system are functioning properly. Keeps storm drains clear of debris.
- Excavates, builds forms, pours concrete, and assists with carpentry work.
- Keeps automatic sprinklers in good working order including winterizing in the Fall and getting the system online in the Spring.
- Sprays weeds annually in sidewalks and trims tree branches out of walk way.
- Sprays around City buildings for insects in the Spring and Fall.
- Ability to properly operate various hand and power tools.
- Read water meters on assigned route.
- Performs all duties in compliance with appropriate safety standards.
- Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instruction.
- Ability to be on call for emergency call out with a response time of 30 minutes.
- Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED).
- Three years experience in a related field.
- Completion of vocational training preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out the day-to-day operations and any situation that may arise with projects, employees, etc.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a current driver's license and also a class A/B CDL. Must upgrade CDL to include air brakes and tank vehicle endorsements within one (1) year. *NOTE: The City of Newport will only pay ONCE for the initial CDL Class A/B license with air brakes and tank vehicle endorsement and will only pay for the renewal CDL endorsement on the license.*

Washington State Industrial First Aid Certification, CPR and Flagger's Card must be obtained within six (6) months of employment.

PHYSICAL DEMANDS:

The physical demands 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.

While performing the duties of this job, the employee will be operating equipment to and from the job site as well as on the project. In addition, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move 50 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, moving mechanical parts, extreme cold, extreme heat, and vibration. The employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and risk of electrical shock. The noise level in the work environment is usually very loud.