



JOB INFORMATION

Jurisdiction: City of Zillah
 Job Title: Maintenance Worker
 Employment Type: Full-time/Union
 Salary: \$22.14 – \$23.77per hour
 Contact Information: Zillah City Hall, 503 First Avenue, Zillah, WA 98953, 509-829-5151
 Job Start Date: April 1, 2019 or until filled

JOB DESCRIPTION

This position helps perform maintenance city-wide including but not limited to streets, water, sewer plant and cemetery facilities and systems.

DESIRED MINIMUM QUALIFICATIONS

Valid State Driver’s license
 High School diploma or equivalent GED, and/or any equivalent combination of education and experience.
 Must be able to perform heavy manual labor for extended periods of time under adverse and varied weather conditions. Must be able to read and write in English and perform basic arithmetic.
 Must be able to converse well with his/her supervisors and subordinates.
 Must be a Citizen of the United States.

BENEFIT PACKAGE

Washington Teamster Medical Plan Z, Washington Teamsters Dental Plan A and Washington Teamsters Visions Plan. 2018 Cap is \$1,260.67. (\$40.73 per month is the out of pocket expense to employee during 2019).

Time loss plan: Washington Teamsters Time Loss Plan (\$500 weekly benefit to eligible employee).

Retirement: Washington State retirement system (DRS). Contributions as required by law. City and employee also contribute \$1.50 each, per hour, up to 2080 hours into the Western Conference of Teamsters Pension Trust.

Life Insurance: City pays for the premiums for basic life and AD&D life insurance in the amount of \$20,000.

Longevity: Longevity accrues on a monthly basis and is paid according to the schedule below:

Vacation leave: Vacation is paid as per the following schedule:

Years of Service	Mo Longevity pay
5	\$25.00
9	\$50.00
12	\$90.00
15	\$130.00
20	\$160.00
25	\$180.00

0-5 Years	8.66 hrs. per mo.
6-10 years	10.66 hrs. per mo.
15-Nov	12.66 hrs. per mo.
16+	14.66 hrs. per mo.

May accumulate up to 240 hours of Vacation Leave. All hours over the maximum of 240 hours will be paid during the last week of June and December of each year.

Sick leave: Sick leave shall accrue at eight (8) hours of sick leave for each full month of employment. Sick leave may be accrued up to a maximum of 480 hours. Upon retirement, the City will cash out 50% of the sick leave.

Holidays: City recognized holidays include:

- New year’s Day (Jan 1st)
- M.L. King Birthday (3rd Monday in Jan)
- President’s Day (3rd Monday in Feb)
- Memorial Day (Last Monday in May)
- Labor Day (1st Monday in Sept)
- Veterans Day (Nov 11)
- Thanksgiving Day (4th Thurs in Nov)
- Day following Thanksgiving (4th Friday in Nov)
- Christmas Eve Day (Dec 24th)
- Christmas Day (Dec 25th)

Cell Phone Stipend: City of Zillah will pay a \$50 monthly stipend to use your personal cellular telephone to conduct city business as per City Communications policy.

CITY OF ZILLAH POSITION DESCRIPTION

JOB TITLE:	Maintenance Worker	LOCATION:	Zillah, WA
DEPARTMENT:	Public Works	UNION:	Teamsters
REPORTS TO:	Public Works Director	REVISION DATE:	2017

GENERAL PURPOSE

This position helps perform maintenance city-wide including but not limited to streets, water, sewer plant and cemetery facilities and systems.

SUPERVISION RECEIVED

Works under the immediate supervision of the Public Works Director.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Inspects and/or repairs booster pumping stations, reservoir, meters, streets, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.

Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.

Determines the locations of water and sewer lines from the appropriate sources prior to excavation. Responds to complaints regarding water leaks, pressure loss or no water; evaluates situations; explains findings to supervisor.

Contacts residents and business owners in area where services will be discontinued and explains where services will be shut off and how soon it will be turned back on.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Performs all duties in conformance to appropriate safety and security standards

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.

Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains.

Services water supply, sewer lift and other pumps.

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

Occasionally requires weekend work duty.

Meter Reading which includes Recording water meter readings on a hand-held meter reading device; make follow-up readings; checks for abnormally high or low meter readings; reports cracked or broken pipes, leaks, broken meters and related equipment; makes written notes of any conditions required additional attention or repairs. Modify and maintains meter reading routes as needed.

Other duties as assigned by the Public Works Director or his/her designee.

DESIRED MINIMUM QUALIFICATIONS

Have a High School diploma or equivalent GED

Any equivalent combination of education and experience.

Valid WA State Driver's license. CDL certification preferred.

Must be able to perform heavy manual labor for extended periods of time under adverse and varied weather conditions.

Must be able to read and write in English and perform basic arithmetic.

Must be able to converse well with his/her supervisors and subordinates.

Must be a Citizen of the United States.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;

Skill in operation of some of the listed tools and equipment.

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.

TOOLS AND EQUIPMENT USED

Drain or pipe cleaning equipment, Pipe or tube cutters, Power drills, Power saws, Pullers, Cultivators, Tillers, Draglines, Fertilizer spreaders or distributors, Graders or land levelers, Mowers, Rakes, Shovels, Drain or pipe cleaning equipment, Front end loaders, Dump Trucks to list a few.

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 his 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 required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes and airborne particles, toxic and caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rate of education and experience, oral interview and reference check; job related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Zillah Application for Employment

Human Resources
Use Only

City of Zillah
PO Box 475, Zillah, WA 98953
Phone #509-829-5151 FAX #509-829-5457

You must submit a separate Application for each position.
Read the Position Opening Announcement to see if a
Supplemental Questionnaire is required.
DO NOT submit a photograph of yourself.

The City of Zillah is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local law.

Complete all information from this point forward. An incomplete Application may disqualify you from further consideration.

Applicant: Write the Position Title of the Job you are applying for here:

Name _____ (Last) _____ (First) _____ (Middle)

Address _____
_____ City _____ State _____ Zip _____

Home Ph. () _____ Cell () _____ Work () _____ Email _____

Are you a U.S. citizen, or, do you have a Visa permitting you to work in the U.S.? (Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.) Yes No

Are you over the age of 18? Yes No

Do you have, or can you obtain, a valid Washington State Driver's License? Yes No

Do you wish to claim Veteran's Preference for testing, pursuant to RCW 41.04.010? Yes No

TRAINING AND EDUCATION

Highest Grade Completed: 8 9 10 11 12 GED

Colleges/Other Training	Subject/Major	Degree/Certificate	Date Completed

EQUIPMENT, OFFICE AND COMPUTER SKILLS

Describe computer and other equipment operation skills. Include programs used, typing speed & other information relevant to the position for which you are applying.

CRIMINAL CONVICTION

The City of Zillah is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's convictions record as it relates to job performance. **A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied.** Have you been convicted of a felony or released from prison within the last ten (10) years, or have been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years? YES NO

If Yes, Please Provide
Details Regarding the
Crime and the Sentence or
Fine Imposed

PROFESSIONAL REFERENCES (Do Not List Relatives)

Name/Title _____ Employer _____ Phone () _____

Name/Title _____ Employer _____ Phone () _____

Name/Title _____ Employer _____ Phone () _____

SIGNATURE IS REQUIRED

To the best of my knowledge, the information herein is true and complete. I have read the Position Opening Announcement and I can perform the essential functions of the position for which I am applying, with or without reasonable accommodation. I understand that if I receive a Conditional Offer of Employment for a position where I will have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of Zillah is authorized to complete a thorough background check pursuant to the Child/Adult Abuse Information Act. I understand that I will be tested for the presence of drugs as part of the pre-employment screening if I receive a

Conditional Offer of Employment for a position which requires a Commercial Driver's License. I authorize investigation of all statements in this application.

I understand that providing false information on this application is grounds for disqualification and/or dismissal. If I am applying for an exempt position, I understand that nothing in this application or my communications with any City of Zillah official is intended to create an employment contract between the City of Zillah and me.

Signature _____ Date _____

WORK HISTORY

Beginning with your present or most recent employment, list your work/experience history for the last 10 years or experience prior to that time which is directly related to the position for which you are applying. Attach additional sheets as necessary. Be sure to include any non-paid experience which is related to the job for which you are applying. **Complete the following sections even if you are submitting a resume** in addition to this application. An incomplete application may disqualify you. If you have been known by a different name by any of these employers, please identify the employer and state the name here :

Employer's Name	_____	From	_____ Mo/Year	To	_____ Mo/Year
Address	_____	Supervisor	_____		
Phone	_____	Hours Worked Per Week	_____		
Position	_____	Start Salary	_____		
Number Of Employees Supervised By You	_____	Last Salary	_____		
Reason For Leaving	_____				
Primary Duties	_____				

Employer's Name	_____	From	_____ Mo/Year	To	_____ Mo/Year
Address	_____	Supervisor	_____		
Phone	_____	Hours Worked Per Week	_____		
Position	_____	Start Salary	_____		
Number Of Employees Supervised By You	_____	Last Salary	_____		
Reason For Leaving	_____				
Primary Duties	_____				

Employer's Name	_____	From	_____ Mo/Year	To	_____ Mo/Year
Address	_____	Supervisor	_____		
Phone	_____	Hours Worked Per Week	_____		
Position	_____	Start Salary	_____		
Number Of Employees Supervised By You	_____	Last Salary	_____		
Reason For Leaving	_____				
Primary Duties	_____				

AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS

References will only be checked for finalists.

Current and/or prior employers will only be contacted after an applicant has been notified that he/she is a finalist. I certify that the information given by me to the City of Zillah is true and complete to the best of my knowledge. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, may result in discipline up to and including immediate dismissal. I further certify that I am not engaged in any outside activity or business that could be considered in conflict with City of Zillah interest or those of its clients, nor will I become engaged in such activity or business if employed.

I, the undersigned applicant for employment with the City of Zillah, in consideration of the review of my employment application, do authorize the City of Zillah to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all prior employers or references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release the City of Zillah from any liability for future references it may provide regarding my work history at the City of Zillah.

If employed, I further agree that if I lose, damage, or fail to return any of the City of Zillah's property, the City of Zillah is authorized to deduct from my wages sufficient reasonable funds to replace its property.

It is my intention that any copy of this authorization be as effective as the original.

Date _____

Name (Please Print) _____

Signature _____

DRIVING RECORD
(To be completed with application)

Name: _____
Please Print Last First MI

List all notices of infractions or traffic citations (other than parking tickets) which you have received in the past 5 years.

State	Month/Year	Type of Infraction

Infractions or citations will not necessarily remove you from consideration. The City of Zillah will; however, consider your driving record when making employment decisions.

The information provided above is true to the best of my knowledge. I understand that providing false information is cause for elimination in the selection process or dismissal from employment.

Signed: _____ Date: _____

Finalists, upon notification that references will be checked, will be required to submit a copy of their driving abstract to Human Resources. Driving abstracts may be obtained at any Washington State Department of Licensing branch office for a small fee. Other states may have different procedures. This fee is at the Finalist's own expense.

City of Zillah Driving Standards:

Applicants for positions in which the employee is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants will be disqualified under the following circumstances:

- Violations
More than two moving traffic violations within the preceding three years; or reckless driving violation within the preceding five years; or driving while intoxicated within the preceding five years.
- Accidents
More than one motor vehicle accident within the preceding three years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of "guilty" or "nolo contendere."

THIS PAGE WILL BE REMOVED FROM THE APPLICATION AND KEPT SEPARATELY

Name: _____
Please Print Last First MI
Job Name: _____

Are you a former or current City of Zillah Employee?

Yes No If Yes, please tell us:

When you worked _____
Department _____
Position Title _____
Supervisor _____

Having a relative employed by the City of Zillah will not necessarily bar you from employment.

Do you have any relatives employed by the [Member name]? Yes No

If yes, Please list their name/s and relationship/s _____

We would appreciate completion of the information below. This is entirely voluntary. The City of Zillah is committed to non-discrimination in employment practices. This information will be kept confidential and will be used for EEO record keeping purposes only.

Sex Female Male
Ethnic Category (Check one) Caucasian African American Hispanic or Latino Asian
 Native Hawaiian or Other Pacific Islander Alaskan Indian Native American Two or More Races Other _____

Please tell us how you learned of this opening by circling the number of the source

- | | |
|----------------------------------|--|
| 1. Local Media _____ | 7. Library |
| 2. [Member] (Jobline/TV/Walk in) | 8. School/College |
| 3. Internet (general) | 9. Friend/Relative |
| 4. Jobs Available | 10. [Member] Employee |
| 5. AWC Job Net | 11. Professional Publication/Internet Site |
| 6. Municipal Office | 12. Law Enforcement Digest |
| | 13. Other |

APPLICATION ASSEMBLY and HIRING PROCESS:

Assemble application materials in this order: 1: City of Zillah Application Front Page, 2: Work History, 3: Supplemental Questionnaire (if required), 4: Authorization To Release Employment Records, 5: Driving Record. 6: The following optional items may follow in this order: cover letter, resume, reference list, etc. Please make **7:** this sheet the **LAST PAGE** as it will be removed. Staple everything together in the top left corner.

Those applicants who submit a complete and timely application and are invited to participate in the testing and/or interview stages of the selection process will be notified by phone, email, or mail. Those who are not will be notified by mail. Incomplete or late applications will not receive notification. Application screening is scheduled to begin on the first business day following the closing date and may take 5-10 business days.

Thank you for considering us as your prospective employer.