



Tualatin Valley Water District



Full-Time Job Openings: Maintenance Worker - Seasonal

Temporary Position: Limited duration, approximately 40 hours per week.

Temporary employees are not eligible for benefits except those required by law.

Hourly Rate: \$15.00

Opens: March 20, 2019

Closing Date: Open Until Filled

Please see the attached job description for more information specific to this position.

Required Materials:

1) TVWD application

2) Answers to the supplemental questions

For Veteran's preference, you must submit a copy of your Federal DD Form 214/215 or a veteran's disability preference letter from the US Department of Veterans Affairs in order to be considered.

Supplemental Questions: Please answer the following questions, limit your responses to 1 page, front and back. Applications received without responses to the supplemental questions below will not be considered.

1. There may be members of the public near your work site. What kind of customer interaction would you anticipate and how would you conduct yourself?
2. This position will have periods of work with minimal direct supervision. Tell us about projects or jobs where you had to motivate yourself and tell us how you keep yourself motivated. Try to give examples that demonstrate your work ethic.
3. This position will involve work with painting and small gas-powered equipment such as mowers, pressure washers, and weed-whackers. Tell us about any experience you might have had with painting and operating gas-powered equipment.

Submission of Materials: Various ways to apply:

- Email: tvwdjobs@tvwd.org; or
- Fax: (503) 848-3009; or
- Mail: 1850 SW 170th Ave, Beaverton OR 97003.

See our website for more information: www.tvwd.org.

Tualatin Valley Water District is an Equal Opportunity Employer and gives preference points to qualified veterans.

Tualatin Valley Water District



Delivering the Best Water  Service  Value

Title: Maintenance Worker - Seasonal	Hourly Rate: \$15.00
Reporting to: Facilities Supervisor or System Operations Supervisor	Department: Engineering and Operations

Tualatin Valley Water District believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this job description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to achieve our mission to provide our community quality water and customer service.

Temporary Position: Limited duration, approximately 40 hours per week. Temporary employees are not eligible for benefits except those required by law.

Overall Purpose of the Job: To perform general unskilled building, grounds or water system maintenance under the direction of District personnel.

This position has been identified as safety sensitive because one or more of the following are essential functions of the position: Operating heavy equipment, operation of a commercial vehicle, setting up work zone traffic control, confined space work, trenching and excavation work, operation of a forklift, flagging, working with water treatment chemicals, driving (as a routine function of the position).

Essential Job Functions:

If assigned to Facilities:

- Perform maintenance tasks including, but not limited to, mowing, pruning, brush cutting, leaf removal, weeding, spreading mulch, painting, pressure washing and any other activities necessary to enhance or improve the District's facilities and infrastructure.
- Assist in performing minor building and or grounds maintenance repair tasks, including custodial tasks.
- Assist with setup for meetings and events.

If assigned to the Water Operations:

- Provide general unskilled labor in support of water system operations including, but not limited to: painting fire hydrants, shoveling, moving materials and minor repairs with hand tools or light power tools under the direction of District personnel.

For all assignments:

- Use safe work methods and make appropriate use of related safety equipment.
- Operate vehicles appropriate to the area of assignment.
- Operate a variety of hand and power tools and equipment related to work assignment.
- Keep supervisor informed of work progress, including present and potential work problems and suggestions for improvement.
- Perform work zone traffic control.
- Perform other related duties as assigned.

Knowledge, Skills and Abilities Required:

- Knowledge of personnel, administrative, safety and departmental policies.
- Knowledge of safety practices and procedures applicable to the job.
- Knowledge of basic computer operations.
- Skill in customer relations and communication, including the ability to effectively and tactfully work with difficult customers.
- Ability to read and interpret maps.
- Ability to communicate effectively both orally and in writing with coworkers, customer and other agencies.
- Ability to operate common facilities maintenance equipment and hand tools (i.e. lawn mowers, weed-whackers, leaf blowers, pressure washers, etc).
- Ability to maintain a professional appearance and project a positive image of the District.
- Ability to learn and pass a Work Zone Traffic Control certification test.
- Ability to establish and maintain respectful and harmonious relationships with others both inside and outside the organization.
- Ability to perform effectively in an independent or team environment, as well as displaying self motivation skills.
- Ability to display TVWD's vision of delivering the best water, service and value by demonstrating reliability, integrity, stewardship, excellence and safety.

Minimum Requirements:

- High School Diploma or equivalent; and
- Must be 18 years of age or older.

Special Qualifications:

- Possess a driver's license valid in the State of Oregon; have and maintain a safe driving record.

Working Conditions:

- Have regular and predictable attendance.
- Ability to work different shifts as required.
- Prolonged periods of sitting or standing.
- Ability to perform demanding physical tasks.
- Work in all types of weather conditions, and perform tasks requiring significant physical exertion, including repetitive lifting and kneeling on a daily basis.
- This is a non-exempt position.

Tualatin Valley Water District, Beaverton, Oregon
PHYSICAL JOB TASK ANALYSIS
Facilities

GENERAL ACTIVITIES

	Sit	Stand	Moving About	Drive	Total
At one time	15 min	30 min	2 hrs	30 min	
Total hrs for the day	30 min	2 hrs	5 hrs	1.5 hrs	9 hours

Essential Job Tasks

Please see attached job description.

PHYSICAL ACTIVITIES

Please see attached job description. **In an eight-hour day, this job requires:**

R – Rarely Less than 1 hr or 1-5% per day

F - Frequently 2.5 – 5.5 hrs or 34-66% per day
 (34% = > 20x/hr, 66%=120x/hr or < 720x/day)

O – Occasionally 1-2.5 hrs or 10-33% per day
 10% = 4-6x/hr, 33% = 20x/hr or < 60x/day)

C – Continually 5.5 -8 hrs or 67-100% per day
 (67% = > 120x/hr or > 720x/day)

	R	O	F	C	Notes
Assembly	X				
Sitting	X				
Standing		X			
Walking			X		Mowing, weed eating, leaf blowing etc.
Squatting/crouching	X				Weed pulling
Driving		X			
Kneeling	X				
Digging/shoveling	X				
Stooping/bending			X		Filling leaf barrels (seasonal)
Turn/twisting			X		Weed eating (seasonal)
Balancing	X				
Reaching forward		X			
Reaching overhead					Dumping leaves/grass into truck, changing light bulbs etc.
Climbing	X				
Ladder climbing	X				Cleaning gutters, roof access
Wrist turning		X			
Grasping			X		
Pinch/squeeze		X			
Finger manipulation		X			

LIFTING

Weight	Object	Lowest point	Highest point	R	O	F	C
20#	Weed eater	Ground	43"				
40#	10' ladder	Ground	43"				
40#	Backpack sprayer	Ground	43"	X			
50#	Pesticide/herbicide bags	Ground	43"				
60#	Barrel of wet leaves	Ground	43"	X			
120# 60#	Tables 1-person 2-people	Ground	24"	X			

CARRYING

In an eight-hour day, this job requires:						
R – Rarely Less than 1 hr or 1-5% per day			F - Frequently 2.5 – 5.5 hrs or 34-66% per day (34% = > 20x/hr, 66%=120x/hr or < 720x/day)			
O – Occasionally 1-2.5 hrs or 10-33% per day 10% = 4-6x/hr, 33% = 20x/hr or < 60x/day)			C – Continually 5.5 -8 hrs or 67-100% per day (67% = > 120x/hr or > 720x/day)			
Weight	Object	Max distance	R	O	F	C
20#	Weed eater				X (seasonal)	
40#	10' ladder	20'				
40#	Backpack sprayer	Up to 1 mile			X (seasonal)	
50#	Pesticide/	20'				
60#	Barrel of leaves	50'			X	
	Tables	2'-3'	X			

PUSH/PULL

Weight	Object	Maximum distance	R	O	F	C
120#	Tables, furniture etc,	100'	X			

Physical Demand Category

Sedentary Light **Medium** Heavy Very Heavy

GENERAL PHYSICAL DEMAND CHARACTERISTICS OF WORK			
	OCCASSIONAL	FREQUENT	CONSTANT
SEDENTARY	10 POUNDS	NEGLIGIBLE	NEGLIGIBLE
LIGHT	20 POUNDS	10 POUNDS	NEGLIGIBLE
MEDIUM	50 POUNDS	20 POUNDS	10 POUNDS
MEDIUM-HEAVY	75 POUNDS	35 POUNDS	15 POUNDS
HEAVY	100 POUNDS	50 POUNDS	20 POUNDS
VERY HEAVY	OVER 100 POUNDS	OVER 50 POUNDS	OVER 20 POUNDS