



City of Cle Elum

POSITION DESCRIPTION
JANUARY 2026

POSITION TITLE: MAINTENANCE WORKER

REPORTS TO: Reports directly to the Public Works Director under the guidance of State and City regulations and procedures. Also maintains a close working relationship with other city personnel.

SALARY RANGE: \$ 4,292 - \$ 5,216 per Month

STATUS: Full Time

AFFILIATION: Union

WORKWEEK BASIS: 40 hrs.

JOB SUMMARY: Operates a variety of equipment to cut, water and trim parks and open spaces. Collect and remove litter as well as clean bathroom facilities. Performs the regular and recurring installation, repair and maintenance work in the streets, water supply distribution, sewer collection system and parks division, preform snow removal during winter months on city sidewalks and other right of ways as directed.

MAINTENANCE WORKER ESSENTIAL JOB FUNCTIONS:

1. Mow, water, trim and weed city parks and open spaces.
2. Collect and remove litter from grounds and empty trash receptacles.
3. Read, install and preform maintenance on water meters.
4. Operate snow removal equipment (i.e. snow blower, snow plows, etc.)
5. Perform related duties as required.

NECESSARY KNOWLEDGE:

Knowledge of:

- Methods, procedures, tools, techniques, equipment and supplies used in public works maintenance work.
- Use of equipment used in the field of custodial building maintenance.
- Safe work practices.
- Safe driving practice
- Language and reasoning skills.

NECESSARY ABILITIES:

Ability to:

- Work independently with a moderate degree of independent judgment and initiative.
- Operate a pickup and perform semi-skilled maintenance tasks.
- Use hand, power tools and other equipment required in general grounds maintenance work.
- Perform heavy manual labor for extended periods under sometimes unfavorable conditions.
- Read, write and understand and carry out oral and written directions.

- Work cooperatively with other employees and the public.
- Maintain confidential data and information.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- At least be 18 years of age.
- Valid Washington State Driver's License.
- CDL Endorsement preferred.
- Water Distribution Manager 1 certification, or the ability to obtain certification within one year of appointment.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Must have the ability to sit, stand, walk, climb, stoop, kneel, crouch, bend, crawl, grasp; use hands to finger, handle, feel or operate objects, tools or controls; and reach with arms and legs. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Must be able to work extended hours including evenings, weekends and holidays. Assignments may include outdoor work in inclement weather and potentially dirty, noisy or cramped worksites.

NOTICE:

The above position description does not include ALL essential and non-essential duties of this job. All employees with disabilities are encouraged to contact the personnel department to review and discuss the essential and non-essential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if the essential functions can be performed safely with or without reasonable accommodations.

The City of Cle Elum is an Equal Opportunity employer.

By signing, I acknowledge that I have read and understand the above job description and agree that I have the skills, abilities and knowledge to fulfill all essential job functions and requirements.

Employee Date

Public Works Date

City Administrator Date

City Clerk Date