



**UMATILLA COUNTY
POSITION DESCRIPTION**



*Department: Admin Services
Position Title: Temp Maintenance*

Employee Name: _____

Effective Date: _____

Job Series: Maintenance Salary Range: \$13.00/hour
Union Covered: No BOLI Exempt: No

GENERAL DESCRIPTION OF POSITION

This temporary position within the Umatilla County Maintenance Department will assist maintenance personnel with various projects in Umatilla County. Duties will include grounds keeping, lawn mowing, raking of leaves, watering, trimming of trees and shrubs, painting, assisting maintenance personnel with maintenance projects and other duties as assigned.

19 hours per week, not to exceed 520 hrs. in a 6-month period. No benefits.

SUPERVISORY RELATIONSHIPS

Direct supervision provided by the Maintenance Supervisor.

PRINCIPAL DUTIES OF POSITION

- 1. Grounds keeping
 - a. Lawn mowing,
 - b. Raking of leaves,
 - c. Watering,
 - d. Trimming of trees and shrubs,
 - e. Maintain flowerbeds.
- 2. Assisting maintenance personnel
 - a. Painting,
 - b. Projects,
 - c. Other duties as assigned.

OTHER DUTIES OF POSITION

REQUIREMENTS FOR POSITION

- 1. Must be 18 years of age.
- 2. Must have a current valid driver's license.
- 3. Ability to operate general yard equipment.

4. Work independently with minimal supervision.

SPECIAL QUALIFICATIONS

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 job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee is required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

TOOLS AND EQUIPMENT USED

Trucks, lawn mower, edger, weed eater, chain saw, hedge trimmer, brush cutter, lawn tractor, all basic hand and power tools. Mow and edge lawns, basic sprinkler repairs, digging, lifting, moving furniture, painting, basic repairs, basic carpentry, basic plumbing, raking leaves, trimming bushes, planting plants, working alone and with other crew members.

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 job functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee is exposed to heat, cold, wet and dry conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, and moderately loud to loud when working around mechanical systems or when operating power equipment. Personal protective equipment will be worn as required by Oregon OSHA.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

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

Employee's Signature/Date