



# JOB DESCRIPTION

---

<b><u>POSITION:</u></b>	<b>OPERATIONS ASSISTANT</b>								
<b><u>HEADQUARTERS:</u></b>	<b>Carlsborg</b>								
<b><u>STATUS:</u></b>	<b>Regular, Full-time, Non-exempt Represented Position</b>								
<b><u>WORK WEEK:</u></b>	<b>Monday - Thursday, 6:30 a.m. - 5:00 p.m.</b>								
<b><u>SUPERVISOR:</u></b>	<b>Operations Superintendent</b>								
<b><u>RATE OF PAY:</u></b>	<table><tr><td>1st 6 months</td><td>\$27.49 per hour effective 1/1/2023</td></tr><tr><td>2nd 6 months</td><td>\$31.25 per hour effective 1/1/2023</td></tr><tr><td>3rd 6 months</td><td>\$35.29 per hour effective 1/1/2023</td></tr><tr><td>After 18 month</td><td>\$38.88 per hour effective 1/1/2023</td></tr></table>	1st 6 months	\$27.49 per hour effective 1/1/2023	2nd 6 months	\$31.25 per hour effective 1/1/2023	3rd 6 months	\$35.29 per hour effective 1/1/2023	After 18 month	\$38.88 per hour effective 1/1/2023
1st 6 months	\$27.49 per hour effective 1/1/2023								
2nd 6 months	\$31.25 per hour effective 1/1/2023								
3rd 6 months	\$35.29 per hour effective 1/1/2023								
After 18 month	\$38.88 per hour effective 1/1/2023								

---

**PURPOSE:** To perform miscellaneous supporting activities including assisting with warehouse operations, general maintenance and crew operations to facilitate accomplishment of the District's mission and goals.

**ESSENTIAL JOB FUNCTIONS:**

- Assist line crew, warehouse personnel, maintenance personnel, substation and meter personnel and water and wastewater crew when assigned.
- Perform ground brushing operations.
- Perform functions associated with delivering equipment and materials.
- Operate equipment such as line trucks, aerial lift trucks, pulling equipment and backhoes.
- Perform maintenance functions on District facilities as directed.
- Properly use, care for, and secure tools, vehicles, equipment and materials utilized in job functions.
- Meet and work with the public effectively and courteously.

**ADDITIONAL JOB FUNCTIONS:**

- Complete paperwork associated with job functions in a neat and timely manner.
- Report observed damage to District facilities to supervisor.
- Other duties as assigned.

**JOB STANDARDS:**

**Skills, Knowledge, and Abilities:**

- Must gain a working knowledge of the areas served by the District's electric system and facilities operated.
- Must acquire and maintain the ability to efficiently and safely move trucks to facilitate completion work with least obstruction to traffic.
- Must gain a working knowledge of line work practices, tools, materials and terminology and properly stock vehicles.

**Skills, Knowledge, and Abilities (continue):**

- Must have the ability to work from maps, blueprints, specifications and sketches and comprehend and carry out work instructions.
- Must have the ability to communicate clear and concise verbal instructions and information to employees, supervisors, customers, and others.
- Must have a demonstrated ability to operate construction and maintenance vehicles and equipment.
- Must develop a working knowledge of safe work practices, accident prevention procedures, tools and equipment as related to job functions.
- Must have the ability to remain calm under pressure and to be courteous at all times.
- Must have the ability to learn and use related personal computer applications.
- Must have the ability to train others in necessary job skills.
- Must have the ability to work without close supervision and make decisions compatible with prior instructions.
- Must have math, reading, and writing skills as related to job functions.
- Must be familiar with and comply with, OSHA 1910.269 and WAC 296.45.

**Experience and Training:**

- Must have a high school diploma or equivalent.
- Experience in the operation of District (or similar) vehicles and equipment preferred.
- Must be familiar with safety procedures regarding traffic control.

**Other Requirements:**

- Must pass a District physical examination and be able to perform essential job functions.
- Must have, or obtain within six months of employment, valid Washington State-approved Industrial First Aid card and Washington State-approved flagging and traffic control certification.
- Must have, or obtain within six months of employment or assignment to this position, a valid Washington State driver's license with Commercial Class A and air brake endorsements, and Tanker Vehicle Endorsement "N". Employees moving from out of state must obtain a Washington State license in accordance with Washington State law.
- Must have a safe driving record.
- Must work emergency and prearranged overtime.
- Must wear and utilize personal protective equipment as required.
- Must live within the established residency boundaries.

**WORKING CONDITIONS:**

- The job functions will be performed in both indoor and outdoor environments, subject to adverse weather, conditions and noise.
- Some job functions will be done in areas covered by brush and trees or in trenches and where footing is poor and the ground uneven and/or water soaked.
- Job functions on and around mechanized equipment will present the need for alertness and safety awareness.
- Job functions will require work on ladders, structures and equipment.
- The job functions require working with persons who exhibit many types of personalities and behaviors.
- May encounter the need to work with hazardous materials.
- Job functions will require working in the proximity of energized high voltage lines, cables and equipment.

**PHYSICAL REQUIREMENTS:**

- The work requires the ability to lift and carry up to 100 pounds. Materials, equipment, etc. will be lifted to and from trucks, equipment, warehouse shelves and the ground.
- The work requires the ability to climb ladders and structures; to climb on, off and around trucks and other equipment; and to work in elevated positions up to 25 feet.
- The work requires the ability to operate tools, equipment, vehicles and machinery.
- The work requires the ability to observe system condition from a long distance; work in limited light; and differentiate among colors.
- The work requires the ability to answer questions and communicate with coworkers, customers and others in person and on telephones and mobile radios.
- The work requires the ability to see, hear and smell in order to detect problems and ensure the safety of employees and others in response to exposure to the hazards associated with this position.
- The work requires physical strength and agility necessary to perform heavy manual labor.
- Work activities involve combinations of walking, kneeling, climbing, pushing, pulling, bending, lifting and carrying, crawling and standing for extended periods.

**EQUIPMENT AND VEHICLES:**

- The job requires driving and operating vehicles such as an automobile, pickup truck, van, line truck with hydraulic boom, forklift and backhoe.
- The job requires use of tools such as a chain saw, electric tools, axe, hammer, pumps, etc.
- Future work practices may necessitate the use of different equipment, vehicles and tools.