



5. Read water meters accurately with the ability to identify and investigate problem meters.
6. Ability to work with minimum supervision and display maximum initiative in successfully accomplishing job tasks.
7. Knowledge of accepted office procedures including record keeping systems.
8. Computer literacy and ability to operate various office equipment.
9. Ability to maintain road drainage ditches and culverts, road signs, road intersections, irrigation system, water system, wastewater treatment system, ground and landscaping maintenance including weed control.
10. Ability for simple mechanical repair and maintenance of various equipment and vehicles, simple electrical repairs and installation, simple plumbing repairs and installation, both rough and finish carpentry and concrete installation and finishing.

**CERTIFICATES, LICENSES OR OTHER SPECIAL REQUIREMENTS:**

1. High School Diploma or GED equivalent.
2. Group I wastewater certification from Washington State Department of Ecology, or ability to obtain within 18 months.
3. Group I water distribution license from Washington State Health Department, or ability to obtain within 18 months.
4. Valid Washington State Driver's License and Washington State Class B Commercial Driver's License.
5. Flagger certification for Washington State.
6. First Aid card with CPR.
7. Washington State spray certification, or ability to obtain within 6 months.

**PHYSICAL DEMANDS:**

1. ENDURANCE-MOVING ABOUT: Constantly (2/3 or more of the time). Move from location to location.
2. ENDURANCE-OVERALL STRENGTH: Medium work. Exerts force and/or lifts or carries objects weighing up to 100 pounds rarely, 25 to 50 occasionally, and/or 10 to 20 pounds constantly.
3. WALKING: Occasionally. Move about on foot.
4. SITTING: Frequently (1/3 to 2/3 of the time). Remain in a seated position.

5. **LIFTING/CARRYING:** Periodic – Does not occur on every shift. Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry (transport) an object, usually holding it in the hands or arms, or on the shoulder.
6. **PUSHING/PULLING:** Periodic – Does not occur on every shift. Push by exerting force on an object so that it moves away from the force of worker (including slapping, striking, kicking, and treadle action); and/or pull by exerting force on an object so that it moves toward the force of worker (including jerking).
7. **CONTROLS:** Frequently (1/3 to 2/3 of the time). Use one or both arms and/or hands and/or one or both feet or legs to move controls on machinery or equipment.
8. **CLIMBING:** Frequently (1/3 to 2/3 of the time). Ascend or descend ladders, stairs, scaffolding, ramps, poles, ropes, and the like using the feet and legs and/or hands and arms.
9. **BALANCING:** Occasionally (up to 1/3 of the time). Maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow slippery, or erratically moving surfaces.
10. **BENDING/STOOPING:** Occasionally (up to 1/3 of the time). Stoop by bending the body downward or forward by flexing the spine at the waist, and/or bend by extending the spine backward or from side to side.
11. **KNEELING/CROUCHING:** Occasionally (up to 1/3 of the time). Kneel by bending the legs at the knees to come to rest on the knee or knees, and/or couch by bending the body downward and forward by bending the legs and spine.
12. **REACHING:** Frequently (1/3 to 2/3 of the time). Extend the hands and arms in any direction.
13. **HANDLING:** Frequently (1/3 to 2/3 of the time). Seize, hold, grasp, turn, or otherwise work with the hand or hands.
14. **ROTATION:** Frequently (1/3 to 2/3 of the time). Twist and turn the spine or a ball and socket joint such as the shoulder or hip.
15. **TALKING:** Constantly (2/3 or more of the time). Express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and convey detailed spoken instructions to other workers accurately, loudly, or quickly.
16. **HEARING:** Constantly (2/3 or more of the time), Perceive the nature of sounds by the ear and understand verbal communications from others.
17. **SEEING:** Constantly (2/3 or more of the time). Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects.

### **SPECIALIZED DEMANDS:**

1. **DRIVING:** Occasionally (up to 1/3 of the time). A current, valid, and properly classed driver's license is required; driving record must, for a period of three years immediately preceding employment or any date during employment thereafter, be free of any violation for: 1) reckless driving, 2) hit and run, 3) driving under the influence of alcohol or drugs, or 4) more than three moving violations of any other type. Operate motor vehicles as in a car, van, or truck in the course of one's employment.
2. **VIDEO DISPLAY TERMINALS:** Frequently (1/3 to 2/3 of the time). Read, enter, change, or obtain information from a monochrome or color video display terminal (computer).
3. **KEYBOARDS:** Frequently (1/3 to 2/3 of the time). Enter and/or manipulate data on computer keyboards. Keyboards may include keys that have an identical image to the key punched (as in ordinary alpha/numeric personal computer keyboards), or may utilize various symbols to relate or describe items entered.

### **ENVIRONMENTAL CONDITIONS:**

1. **LOCATION:** Both inside and outside. Work time is predominantly spent inside (where there is protection from weather, but not necessarily from temperature changes) but it is occasionally necessary to move outside (where there is no effective protection from weather) for inspection of progress of work. May be outside for an entire shift during summer or winter times.
2. **STAIRS/STEPS:** Frequently (1/3 to 2/3 of the time). Ascend or descend stairs, steps, or similar uneven surfaces to access any required work area or other area related to functioning in the workplace.
3. **EXTREME COLD:** Periodic – does not occur on every shift. Endure temperature(s) sufficiently low to cause marked bodily discomfort unless exceptional protection is used.
4. **EXTREME HEAT:** Periodic – Does not occur on every shift. Endure temperature(s) sufficiently high to cause marked bodily discomfort unless exceptional protection is used.
5. **WET CONDITIONS:** Periodic – Does not occur on every shift. Endure contact with water or other liquids.
6. **NOISE/VIBRATION:** Frequently (1/3 to 2/3 of the time). Endure sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing, and/or sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
7. **UNIQUE HAZARDS:** Frequently (1/3 to 2/3 of the time). Endure situations in which there is exposure to the definite risk of bodily injury, including atmospheric conditions; proximity to moving mechanical parts; exposure to electrical shock; work in high, exposed places; exposure to radiation; working with explosives; or other unique environmental conditions.

### **LEARNING DEVELOPMENT DEMANDS:**

1. **REASONING:** Elevated. Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.
2. **MATHEMATICAL;** Intermediate. Deal with algebraic systems of real numbers; linear, quadratic, rational, exponential, logarithmic, angle and circular functions, and inverse functions; related algebraic solutions of equations and inequalities; limits and continuity, probability, and statistical inference. Apply deductive axiomatic geometry, plan and solid; and rectangular coordinates. Use practical application of fractions, percentages, ratio and proportion, logarithms, practical algebra, geometric construction, and essentials or trigonometry.
3. **READING:** Elevated. Read literature, technical material and journals, financial reports, and legal documents.
4. **WRITING:** Intermediate. Prepare business letters, expositions, summaries, and reports, using prescribed format and conforming to all rules or punctuation, grammar, diction, and style.
5. **SPEAKING:** General. Speak before groups with poise, voice control, and confidence, using correct English and well-modulated voice.

### **TEMPERAMENT REQUIREMENTS:**

1. **INFLUENCING:** Write, demonstrate, or speak to persuade and motivate people to change their attitudes or opinions, participate in a particular activity, or purchase a specific commodity or service.
2. **VARIATION:** Make frequent changes of tasks involving different aptitudes, technologies, techniques, procedures, working conditions, physical demands, or degrees of attentiveness without loss of efficiency or composure.
3. **ELEVATED STRESS:** Cope with circumstances exasperating to self or others; meet deadlines; and work around or within non- or inferior performance by others.
4. **INTERPERSONAL:** Demonstrate willingness to allow interpersonal relationships in job situations beyond receiving work instructions. Demonstrate ability to supervise construction projects and make contractors live up to their agreements.
5. **DECISIVE:** Solve problems, make evaluations, or reach conclusions based on subjective or objective criteria, such as the five senses, knowledge, past experiences, or qualifiable or factual data.

**See Signature Required on Page 6 of this document.**

**OTHER:**

1. This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description nor by the completion of any requirement of the job by the employee is intended to create a contract or employment of any type.

The Town of Naches is an Equal Opportunity Employer.

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Signature

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Date

**RETURN THIS SIGNED PAGE ALONG WITH YOUR COMPLETED JOB APPLICATION**

Adopted: December 7, 2000  
Last Revised: September 23, 2010