

**NOW  
HIRING**  

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**APPLY TODAY**

**TEMPORARY SUMMER HELPERS**

Mason County PUD No. 1 has openings for Temporary Summer Helpers. Applicants must be at least 18 years of age, have a high school diploma or equivalent, be able to obtain a WA Flaggers Certification within 30 days of hire, a safe driving record, be able to lift and carry up to 75 lbs. and perform manual labor in all types of weather conditions and various terrains.

For a complete job description and application visit [www.mason-pud1.org](http://www.mason-pud1.org). Applications are required for consideration and are due either electronically to [karnold@mason-pud1.org](mailto:karnold@mason-pud1.org) or dropped in the PUD 1 office night drop box, no later than 4:30 p.m. on Friday, April 30, 2021. Applicants must be able to conduct an interview online via Zoom. Mason PUD 1 is an equal opportunity employer and provider.





## Temporary Helper

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**Department:** Operations  
**FLSA Status:** Non-Exempt  
**Union/Non-Union:** Union  
**Travel:** In-District  
**Reports to:** Crew Foremen  
**Revised Date:** 03/29/2021

### About Temporary Helper Duties

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The Temporary Helper is responsible for miscellaneous supporting activities including assisting with warehouse operations, general maintenance, and crew operations to facilitate the provision of reliable, efficient, and safe service for customers. Temporary Helpers must be reliable- meaning they show up on time every day for work, have minimal absences, and are productive and motivated workers. Temporary positions typically run for four months; however, no set period is guaranteed. The District reserves the right to end the temporary worker program at any time, at its sole and exclusive discretion.

### Supervisory Relationship:

This is not a supervisory role.

**Essential Duties and Responsibilities** include the following: (Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.)

- **Safety First:** Participate as a member of the District's safety culture, including relevant safety meeting attendance and trainings, and actively working in a safe manner, including wearing PPE.
- Assist line crew, warehouse personnel, pole yard crew, substation and meter personnel, and water crew when assigned
- Perform ground-brushing operations
- Perform functions associated with delivering equipment and materials
- Operate equipment such as line trucks, aerial lift trucks, and pulling equipment
- Perform maintenance functions on district facilities as directed
- Properly use, care for, and secure tools, vehicles, equipment, and materials utilized in job functions
- Secure and load necessary materials and supplies from warehouse
- Meet and work with the public effectively and courteously
- Complete paperwork associated with job functions in a neat and timely manner
- Report observed damage to district facilities to supervisor
- Other duties as assigned

### Position Requirements

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*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions,*

### Education and/or Experience:

- Must be 18 years or older
- Must have a high school diploma or equivalent
- Experience in the operation of District (or similar) vehicles and equipment preferred

**Certificates, Licenses, or Registrations:**

- Must possess and maintain a Washington State Flaggers Certification
- Must possess a Washington State Driver's License with a safe driving record
- CPR & 1<sup>st</sup> Aid Card preferred

**Skills, Knowledge, and Abilities:**

- Must have the ability to efficiently and safely move trucks to facilitate completion of work with least obstruction to traffic
- Must have the ability to carry out oral and written work instructions
- Must have the ability to communicate clear and concise verbal instructions and information to employees, supervisors, customers, and others
- Must have the 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 work without close supervision and make decisions compatible with prior instructions
- Must have math, reading and writing skills as related to job functions
- Must pass a District physical examination, including a drug and alcohol analysis, and be able to perform essential job functions
- Must wear and utilize personal protective equipment as required

**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.*

The work requires the ability to lift and carry up to 75 pounds; Materials, equipment, etc. will be lifted to and from trucks, equipment, warehouse shelves, and the ground; the ability to climb ladders and structures; to climb on, off and around trucks and other equipment; the ability to operate tools, equipment, vehicles, and machinery; the ability to observe system condition from a long distance; work in limited light; and differentiate among colors; the ability to answer questions and communicate with coworkers, customers, and others in person and on telephones and mobile radios; 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; 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.

**Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Work will be performed in both indoor and outdoor environment, 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. 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. May encounter the need to work with hazardous materials. Job functions will require working in the proximity of energized lines, cable, and equipment.

Nothing in this job description restricts the District's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees 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 ensure the success of the company. This position is temporary, and the District may end employment at any time at its discretion.

**Employee Acknowledgement**

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I have reviewed this document and understand the responsibilities of this position.

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**Employee Signature**

**Date**

*This institution is an equal opportunity employer and provider.*