

CITY OF KETTLE FALLS  
PUBLIC WORKS CREWMEMBER/WASTEWATER APPRENTICE

The City of Kettle Falls will be accepting applications for a Public Works Crewmember/Wastewater Apprentice position. This position is a full-time (40 hours per week) with medical, dental, vision, vacation and sick leave. Applications must be accompanied by a resume. First review of applications will be Tuesday, March 17, 2026. Position is open until filled. Applications may be obtained at [www.cityofkettlefalls.org](http://www.cityofkettlefalls.org) or Kettle Falls City Hall, 580 Meyers Street, P.O. Box 457, Kettle Falls, WA 99141. \$23.00 - \$25.00 per hour, DOE

The City of Kettle Falls is an equal opportunity employer, and does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment or the provision of services.



# **CITY OF KETTLE FALLS**

## **JOB DESCRIPTION**

**Job Title: Crewmember/Wastewater Apprentice      Department: Public Works**

**Reports To: Public Works Superintendent      Effective Date: 02/23/2026**

The position of Crewmember/Wastewater Apprentice is a full-time position reporting to the Public Works Superintendent of the City of Kettle Falls. This position is appointed by the Public Works Superintendent subject to confirmation by the Mayor.

### **Major Function and Purpose**

Serves as a maintenance person for the Public Works Department. This position is under direct supervision of the Public Works Superintendent. Performs operation and maintenance of City streets, water system, wastewater system and treatment facility, garbage system, parks, City buildings, City vehicles and heavy equipment. Makes task-related decisions and has day-to-day public contact. Performs a wide variety of tasks normally performed by City Public Works Department.

### **Job Duties and Responsibilities**

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor.

- Maintain and repair wastewater collection system, lift stations, and pressure sewer mains.
- Perform required chemical tests and analyses, operation, inspection, and general maintenance of plant, systems equipment, plant buildings and grounds, lift stations, pressure mains and collection system.
- Operates all heavy equipment, sophisticated instruments and tools currently owned and/or rented by the City.
- Operate and maintain water distribution system; make water taps, install services, repair and install water mains and fire hydrants.

- Read water meters on a monthly basis and repair meters as needed.
- Collect water samples and transport to analysis location.
- Maintenance and operation of wells, transmission lines and reservoirs.
- Installs and maintains street and traffic signs.
- Park ground maintenance duties and performs maintenance and repair of park equipment and irrigation systems.
- Assists in performing preventative maintenance program on all City vehicles and equipment.
- Performs duties, which include answering phones, completing work orders and serving citizens with water shut-off notices.
- Performs various duties for other City departments as approved by the Public Works Superintendent.
- Repair and maintenance of City streets and alleys.
- Repair, maintain and install storm sewers and catch basins.
- Will be required to carry cellular phone and/or pager while on twenty-four hour stand-by duty.

## **Requirements, Knowledge, Skills and Abilities**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Reading, writing and math-related skills, equipment and maintenance skills and public relation ability normally acquired through the equivalent of a high school diploma and a combination of three (3) years of employment requiring public contact and two (2) years of job related experience.
- Washington State certification as Water Distribution Specialist Level 1. (Within 1 year)
- Washington State certification in Wastewater Collection Systems (Operator in Training status within 1 year).
- Required to live within 30 minutes of Kettle Falls Public Works Department.

- Required to perform on call duties as assigned on weekends and/or during week. Also responds to emergency calls when off duty.
- Washington State certification in flagging and traffic control.
- Training as asbestos handler for work on water and sewer mains.
- Washington State certification as a pesticide and/or herbicides applicator.
- Knowledge and operating skills for heavy equipment.
- Knowledge and ability for gas, arc and MIG welding is beneficial.
- Knowledge and ability to perform general mechanical repairs on equipment, vehicles and buildings.
- Valid Washington State driver's license required.
- First aid, CPR certification beneficial.
- Basic computer skills are beneficial.

## **Working Conditions**

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

While performing the duties of this job the employee regularly works in outdoor weather conditions, including occasional severe weather. The employee frequently works near moving mechanical parts and is frequently exposed to freezing, wet, and or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electric shock. The employee may enter confined spaces and may be required to handle hazardous materials.

## **Contacts and Relationships**

The Public Works Crewmember/Wastewater Apprentice will have daily contact with employees of the City and with the citizens of the community. In addition he/she will be expected to present him/herself in a manner creditable to the City in all contacts with any individual, agency, or jurisdiction with which he/she may come in contact.

## **Physical Requirements**

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.

While performing the duties this job the employee is regularly required to use hands and fingers to handle feel or operate objects, tools, controls and reach with hands and arms. The employee frequently is required to stand, talk and hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch and smell.

The employee must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 100 pounds (within WISHA limitations). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **Experience and Training**

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

*This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change. This job description should not be construed to imply that these requirements are the exclusive standards of the position. The duties listed above are intended only as illustrations of the various types of work that may be performed. Incumbents will follow any other instructions, and perform any other related duties, as may be lawfully required by their supervisor.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**OFFICE SKILLS:** (Write number of years of experience in space next to each skill)

Computer: \_\_\_\_\_ 10 key calculator \_\_\_\_\_ Typing speed: \_\_\_\_\_

Additional Skills: \_\_\_\_\_

**COMPUTER SKILLS**

Describe your computer skills, including programs used:

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**EQUIPMENT SKILLS**

Describe your equipment operation skills related to the job for which you are applying:

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**LICENSES AND CERTIFICATES:** (description, issued by and expiration date)

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**EDUCATION AND TRAINING**

High School graduate or general education development test passed?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If no, circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Colleges, vocational or technical schools, training centers: (List name of school, degree/certification earned and date of completion)

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**EMPLOYMENT AND SALARY HISTORY (Begin with most recent employer)**

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Monthly Salary: \_\_\_\_\_

May we contact this employer? \_\_\_\_ Yes \_\_\_\_ No Hours per week: \_\_\_\_\_

Your Title: \_\_\_\_\_

Your Duties: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Monthly Salary: \_\_\_\_\_

May we contact this employer? \_\_\_\_ Yes \_\_\_\_ No Hours per week: \_\_\_\_\_

Your Title: \_\_\_\_\_

Your Duties: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Monthly Salary: \_\_\_\_\_

May we contact this employer? \_\_\_\_ Yes \_\_\_\_ No Hours per week: \_\_\_\_\_

Your Title: \_\_\_\_\_

Your Duties: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

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From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Monthly Salary: \_\_\_\_\_

May we contact this employer? \_\_\_\_ Yes \_\_\_\_ No Hours per week: \_\_\_\_\_

Your Title: \_\_\_\_\_

Your Duties: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

**CONVICTION(S)**

Have you ever been convicted of a felony or served time in prison during the last seven years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain each conviction on an attached sheet and include the date, charge, place and action taken.

**REFERENCES:** List below the names of three (3) persons not related to you, who have known you at least one (1) year

Name	Phone	Relationship	Yrs Known
1: _____			
2: _____			
3: _____			

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the city of Kettle Falls to verify their accuracy and to obtain reference information on my work performance. I hereby release the city of Kettle Falls from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF KETTLE FALLS**

**AUTHORIZATION FOR RELEASE OF EMPLOYMENT PERSONNEL RECORDS**

**DOCUMENT REQUESTED BY THE CITY OF KETTLE FALLS:**

- Employment Records
- Medical
- Personal Information
- Financial Information

Name of Applicant: \_\_\_\_\_

Maiden or Other Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN #: \_\_\_\_\_

Application for Position of: \_\_\_\_\_

To Whom It May Concern:

I respectfully request and authorize you to furnish to the City of Kettle Falls any employment, medical, physical and mental records or reports in your possession, including all information of a disciplinary, confidential or privileged nature (or Photostats of same). This information is to be used to assist the City in determining my qualifications and fitness for the position I am seeking with the City of Kettle Falls.

I hereby release to you, your agent(s) and your organization from any liability or damage which may result from furnishing the information requested above.

\_\_\_\_\_

\_\_\_\_\_

Applicant's Signature

Date

*Note: This form may be retained in your files.*