

# Town of Milton

115 Federal St  
Milton, DE 19968



[www.milton.delaware.gov](http://www.milton.delaware.gov)

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## **JOB DESCRIPTION**

**Job Title:** Public Works Operator (2013)

**Reports to:** Public Works Director  
Or Designee of Public Works Director

**Classification:** Non-Exempt

**Hours:** 40 hrs/week

**Prepared by:** Wilmer E. Abbott

**Approved by:** Dustan Russum  
Public Works Director

**Date Approved:** April 29, 2013

**Last Revision Date:** April 29, 2013

## **SUMMARY**

The Public Works Operator is responsible for the timely and cost-effective completion of a variety of technical and manual labor tasks, as assigned by the Public Works Director, Water Department Supervisor or a designated person under the direction of the Town Manager or Public Works Director. The Town of Milton Public Works Department consists of a Water Department, a Streets Department and a Parks Department. The effective management of these departments and all facilities operated by the Town of Milton is accomplished through the execution of plan and programs developed by management. The efficient execution of these plans and stewardship of town resources is the responsibility of the Public Works Operator.

### Distinguishing Features of the Class

- 1) The Public Works Operator may work directly with both the public and businesses. This role brings about the responsibility to both appear and act in a professional manner.
- 2) The Public Works Operator is responsible for vehicles and machinery owned by the Town of Milton. On occasion, the Operator may be responsible for temporary labor provided to the Town of Milton by certain programs. The proper use of assets and manpower, as determined by management, is an expectation of the person holding the position of Operator.
- 3) Competency with construction services related to streets, sidewalks, storm water management, parks and recreation and relevant aspects of emergency management is an outcome expected upon or before an appointment to Permanent status, from the initial appointment of Probationary status.
- 4) Work requires the ability to comprehend and communicate technical issues in a multi-tasking environment. The Operator serves the town in a technical and labor-intensive capacity.

### American with Disabilities Act Requirements

This is heavy work requiring the exertion of more than 100 pounds of force occasionally, and in excess of 50 pounds of force frequently or constantly to move objects. Labor-intensive tasks require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing and pulling. Visual acuity is required for both depth perception and color perception, night vision, visual inspection involving small defects and/or small parts. Manual dexterity and strength is required for the use of measuring devices, assembly, fabrication or repair of devices or equipment at arm's length.

## Public Works Operator ADA Requirements, continued

The worker may be subject to adverse environmental conditions of temperature, noise and vibration for an extended period of time. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment. The ability to be seated for long periods of time and reaching, fingering, grasping, and repetitive motions may be required, on occasion. Vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data.

### Knowledge, Skills and Abilities

- 1) A current State of Delaware driver's license (CDL preferred) and insurance is required at all times during the term of employment. Knowledge of the operation and skill in the use of heavy equipment is required. This includes, but is not limited to: truck-mounted snow plows, backhoes and related special-use vehicles. A CDL license *will be* required before appointment to Permanent status from the initial appointment of Probationary status.
- 2) A Water Operator's license through the State of Delaware Division of Public Health Office of Drinking Water, with chlorination and fluoridation endorsements and documentation of the fulfillment of continuing education requirements must be current, or completed within two open cycles (one year) of the training and testing schedule.
- 3) Knowledge of English, in both written and spoken forms, and basic mathematics is required to the extent that reports must be consistently completed in a timely and accurate manner – without the aid of an interpreter or instructor beyond the initial probationary period of thirty days.
- 4) Public Works Operators in the Town of Milton are expected to have, or to acquire within six months of the date of hire, a proficiency in the operation and repair of a wide variety of hand and power equipment. This includes, but is not limited to, equipment used for:
  - a.) Installation, repair and replacement of water piping, water meters, other flow-monitoring devices, pumps, chemical feed systems and related equipment or electromechanical devices;
  - b.) Maintenance of parks and common grounds (lawn mowers, weed trimmers, tree trimmers, pressure washers, etc.);
  - c.) Maintenance of streets and sidewalks (dump truck, backhoe, snow plow, etc.);
  - d.) Testing devices used for troubleshooting and repair of all of the above.
- 5) Public Works Operators are classified as “essential” Personnel and must be available to respond to calls for emergency services at all hours and on all days, as needed. Emergency services may be required for to restore municipal services and transportation routes during both natural and man-made events. The ability to work cooperatively, as directed by management, with the Police Department and other First Responders is critical.
- 6) Public Works Operators for the Town of Milton must be capable of performing duties over a substantial period of time without immediate supervision. The Operator must also be able to work in a “team” atmosphere whereby communication among co-workers and cooperative effort between co-workers is necessary for the efficient accomplishment of tasks.
- 7) Public Works Operators in the Town of Milton will be expected to develop personal goals and objectives that compliment the programs and goals established by management for both the department and the Town of Milton.
- 8) Attendance at departmental and general staff meetings will be required. The ability to comprehend the information shared at these meeting is required and a demonstration by way of written and oral examinations may be required. This applies, particularly, to workplace safety.

Education/Qualifications

The following combination of education and experience shall be the standard of qualification: A high school diploma or graduate equivalency diploma (GED), with additional credentials specific to the operation municipal services.

Additional Requirements

- 1) Employees must be a United States citizen or otherwise eligible to be employed under the Immigration Reform and Control Act and provide documents required for the completion of an I-9 form on the first day of employment.
- 2) Employees must be fluent in the reading, writing and speaking of the English language.
- 3) Pre-employment drug testing is required. Employees are subject to post-incident drug and alcohol testing, as well as random drug and alcohol testing as required for risk management.
- 4) Employees may be required to obtain professional certifications, to update training and to affiliate with professional associations if management deems that it is necessary to continue to fulfill the obligations of this position. Attendance at and completion of such coursework is a condition of continued employment. **State of Delaware Water Operators License renewal every two years, without lapse, is specifically required.**
- 5) Direct deposit of employee pay is required.

Additional Responsibilities

- 1) The Public Works Operator is expected to demonstrate a standard of excellence in punctuality, productivity and positive workplace attitude for all Town of Milton employees.
- 2) Must maintain files, work area and vehicles in a clean and organized manner.
- 3) Must be willing and capable of fulfilling other duties, in this or other departments, as assigned.
- 4) The appointment to this position begins with a six-month probationary period. The appointed employee is responsible for demonstrating proficiency in the Skills and Abilities set forth in this Job Description. The probationary period may be terminated at any time. Successful completion of the probationary period shall result in appointment to Permanent Status.

By signing below, I certify that I understand this Job Description constitutes the terms and conditions of both my appointment and the continuation of my employment with the Town of Milton.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date