



JOB DESCRIPTION

Job Title: Public Works Operator I **Reports to:** Public Works Director

Prepared by: Kristy L. Rogers, Town Clerk **Approved by:** Greg A. Wingo

Date Approved: February 12, 2014 **Last Revision Date:** February 12, 2014

SUMMARY

The Public Works Operator I will take direction and report to the Public Works Director or designated supervisor. It requires the ability to frequently bend, sit, stand and walk on a daily basis, to serve the public, climb stairs, steep steps, tank walls, and ladders with minimum protection, working outdoors in sometimes adverse conditions, and lift up to 100 lbs.

PRIMARY RESPONSIBILITIES

1. Maintains the Town Parks and common grounds, such as but not limited to pruning trees/limbs/bushes, cutting grass/weeds, applying fertilizer, and mulching.
2. Maintains Town Streets and Sidewalks, such as but not limited to cold patching/crack sealing, asphalt patching, inspections of sidewalks for ADA compliance and inspections of curbing, also to include emptying trash cans.
3. Building Maintenance, performing simple and routine tasks involved in the maintenance and repair of grounds, exterior/interior structures, buildings, and related utilities, requiring the use of a variety of trade practices associated with occupations such as carpentry, masonry, plumbing, electrical, painting and other related tasks.
4. Assists in water operations with routine maintenance and upkeep tasks including, but not limited to, reading water meters, flushing fire hydrants, excavating leak sites, installing meters/ meter pits, fixing water main/service line leaks and operating machinery.
5. Maintains, operates and repairs pick-up trucks, dump trucks, tractors, back hoe, mowers, and other Town owned equipment.
6. As an essential employee, participation in snow removal, storm damage recovery and other disaster mitigation operations on behalf of the town, which may result in emergency call-outs or extended and/or unusual work hours, is required.
7. Responding within an hour to after-hours emergencies, such as water leaks, is required.
8. Must maintain a professional appearance, respond to all inquiries in a courteous manner with both the public and businesses, and work cooperatively with the Police Department and other first responders.
9. Adheres to all town policies, procedures, ordinances and Town Charter.
10. Other related duties as assigned by the Town Administrator.

ADDITIONAL RESPONSIBILITIES/REQUIREMENTS

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any town department as required or assigned.
3. Position is subject to extreme (hot and cold) temperatures, contact with fuels, chemicals and potential contact with human or infectious waste; knowledge of the proper use of hand and power tools; ability to work in confined spaces as well as at great heights.
4. Knowledge of OSHA and other safety-related regulations
5. Knowledge of reading/interpreting numbers and readings on scales, gauges and other monitoring devices
6. Employees must be a United States citizen or otherwise eligible to be employed under the Immigration Reform and Control Act and provide documentation for the completion of an I-9 form on the first day of employment.
7. Employees must be fluent in the reading, writing and speaking the English language.
8. Pre-employment drug testing and occupational health examination 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.
9. Direct Deposit of employee pay is required.
10. Employees are expected to demonstrate a standard of excellence in punctuality, productivity and positive workplace attitude.

EDUCATION/QUALIFICATIONS

Position requires a high school diploma or equivalent education; Valid driver's license (CDL, Class B license is preferred, or must be obtained within the probationary period of six months), auto insurance and reliable transportation; Water Sampler and Flagger Certifications must be obtained within the probationary period of six months.

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 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. 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.

Employee Signature

Date

***NOTE:** By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*

Supervisor Signature

Date