

# Town of Milton

115 Federal Street  
Milton, DE 19968



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

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<b>Job Title:</b>	<u>Public Works Operator I</u>	<b>Reports to:</b>	<u>Public Works Supervisor</u>
<b>Classification:</b>	<u>Non-Exempt</u>	<b>Hours:</b>	<u>40 hrs/week and On- Call</u>
<b>Pay Grade:</b>	<u>1</u>		<u>Shifts as Assigned</u>
<b>Prepared by:</b>	<u>Town Manager</u>	<b>Approved by:</b>	<u>Town Council</u>
<b>Date Approved:</b>	<u>June 15, 2020</u>	<b>Last Revision Date:</b>	<u>March 13, 2014</u>

## SUMMARY

The Public Works Operator I is an essential employee of the Town of Milton, who will take direction and report to the Public Works Supervisor or designee. The Public Works Operator I will fulfill the responsibilities within the areas of the Town of Milton's streets and sidewalks, parks, buildings, and water system. It requires the ability to frequently bend, sit, stand and walk on a daily basis, to serve the public, climb stairs (including water towers), steep steps, 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, including, but not limited to pruning trees/limbs/bushes, cutting grass, pulling weeds, applying fertilizer and herbicide, and mulching.
2. Maintains Town streets and sidewalks, including, but not limited to cold patching, crack sealing, curb painting, and emptying trash receptacles.
3. Performs simple and routine tasks related to building maintenance, such as repairs to grounds and exterior and interior structures, 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 the routine maintenance of water operations and upkeep tasks including, but not limited to, flushing fire hydrants, excavating leak sites, repairing water main/service line leaks, operating machinery, reading water meters, and conducting water samples.
5. Completes minor repairs to vehicles and equipment.
6. Maintains, operates and repairs pick-up trucks, dump trucks, tractors, backhoe, mowers, and other Town owned equipment, under direct supervision.
7. Participates 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.

8. Responds to after-hours emergencies, such as water leaks, within one hour.
9. Adheres to Town Charter, Town Code, and all policies, procedures, and ordinances.
10. Assists in event set up and cleanup, as needed.
11. Other related duties as assigned by the Public Works Supervisor or designee, or Town Manager.

#### **ADDITIONAL RESPONSIBILITIES**

1. May be responsible for the general upkeep of all Town facilities.
2. Must keep work area in a clean and organized manner.
3. May perform portions of the work of higher classified positions occasionally, as assigned.
4. May perform duties of similar complexity in any Town department as required or assigned.
5. May be assigned to attend Safety Committee Meetings.
6. Position is subject to extreme (hot and cold) temperatures, contact with fuels, chemicals and potential contact with human or infectious waste.
7. 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.
8. Employees are expected to demonstrate a standard of excellence in punctuality, productivity and positive workplace attitude.

#### **AMERICANS WITH DISABILITIES ACT**

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 requires the constant ascend and descend of self outside and within buildings; positioning self to move about work space and places of inspection; balancing, stooping, kneeling, crouching, crawling, reaching, grasping, repetitive motions, 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. 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.

#### **KNOWLEDGE, SKILLS, & ABILITIES (include these at the least)**

- Knowledge of materials, safety practices, methods and equipment customarily used in Public Works activities is required.
- Knowledge of and experience with the proper use of hand and power tools and large equipment and machinery.
- Knowledge of reading/interpreting numbers and readings on scales, gauges and other monitoring devices.
- Ability to meet expectations of compliance with established Personnel Policies and Procedures, to demonstrate consistent, timely attendance and to follow safe work practices is required.

- Ability to work in confined spaces as well as at great heights.
- Ability and skills necessary for coming into contact with fuels, chemicals and potential contact with human or infectious waste.
- Demonstrable experience related to primary job responsibilities.

## **EDUCATION & QUALIFICATIONS**

- The Public Works Operator I position requires at least a high school diploma or equivalent education.
- Experience with safely operating heavy equipment especially backhoes, loaders, skid steer, dump trucks and snow removal equipment.
- Public Works Operator I, is required to have a Valid CDL Class B driver's license, auto insurance and reliable transportation, and a Flagger Certification from the American Traffic Safety Services Associations;
  - If not already obtained; employee must obtain licenses and certifications within the probationary period. If certification is not available, the period of obtaining such certification may be extended up to 12 months, upon the approval of the Town Manager or designee.

## **ADDITIONAL REQUIREMENTS**

1. Employee 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. Employee must be able to communicate effectively through 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. The ability to pass pre-employment occupational health testing and a physical, is required.
5. Employee may be required to obtain professional certifications, to update training, to participate in professional associations if management deems that it is necessary, and to continue to fulfill the obligations of this position.
6. This position requires the Operator to be involved in a weekly rotation of on-call duties.
7. Direct deposit of employee pay is required.

***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.***

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Employee Signature

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Date