

# Town of Milton

115 Federal Street  
Milton, DE 19968



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

Phone: 302-684-4110

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<b>Job Title:</b>	<u>Public Works Operator III</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>3</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>06/15/2020</u>	<b>Last Revision Date:</b>	<u>n/a</u>

## SUMMARY

The Public Works Operator III is an essential employee of the Town of Milton, who will take direction and report to the Public Works Supervisor designee. The Public Works Operator III 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 tower), steep steps, and ladders with minimum protection, working outdoors in sometimes adverse conditions, and lift up to 100 lbs.

## PRIMARY RESPONSIBILITIES

1. Performs inspections of water main installations, service lines, water meter pits, curb valves, curb valve boxes, street valve boxes, and hydrant installations.
2. Performs maintenance of 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.
3. Performs maintenance of Town streets and sidewalks, including, but not limited to cold patching/crack sealing, asphalt patching, and emptying trash receptacles.
4. Performs inspections of streets, sidewalks, and curbs in accordance with Town Code and ADA compliance.
5. 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.
6. 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, operating machinery and repairing/operating pumps.

7. The maintenance, operation and repairs of pick-up trucks, dump trucks, tractors, back hoe, mowers, and other Town owned equipment.
8. the operation of 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.
9. Responds within an hour to after-hours emergencies, such as water leaks, is required.
10. Monitors the performance of all equipment, gauges, and charts associated with the Water Department.
11. Completes minor repairs to vehicles and equipment.
12. Records statistical data relative to the Water Department.
13. Collects samples of water for testing, and performs tests on samples, as necessary.
14. Perform duties of locates received from Miss Utility.
15. Adheres to Town Charter, Town Code, and all policies, procedures, and ordinances.
16. Assists in event set up and cleanup, as needed.
17. Other related duties as assigned by the Public Works Supervisor or designee, or Town Manager.

#### **ADDITIONAL RESPONSIBILITIES**

1. Must maintain files in an organized manner.
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. Meets responsibilities/requirements of Public Works Operator I and Public Works Operator II.
9. 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
- Skills of personal computer use, including Microsoft Office is required.
- Skills and ability to demonstrate supervision of others.
- Ability to use office machines, personal computers and business software necessary for business correspondence and for internal and external reporting needs.
- 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 read, interpret, and communicate site plans.
- Ability to work in confined spaces as well as at great heights.
- Ability and Skill 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 III position requires at least a high school diploma or equivalent education.
- Four years' experience in a construction and mechanical related field.
- Experience in safely operating heavy equipment especially backhoes, loaders, skid steer, dump trucks and snow removal equipment.
- Public Works Operator III, is required to have a Valid CDL Class B driver's license, auto insurance and reliable transportation, a Water Operator License with Chlorination and Fluoridation endorsements, , completion of pipe repair, drilling, and tapping pipe training, and a Flagger Certification from the American Traffic Safety Services Associations;
  - If a CDL is not already obtained, employee must obtain 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. 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 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. Employees 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