



Job Description

TITLE: Public Works Tech I

DEPARTMENT: Public Works

REPORTS TO: Public Works Director

DEFINITION: Non-exempt position performing manual work in the installation, repair and maintenance of streets, parks, buildings, and utilities of the Town; and other duties as assigned.

PAY RANGE: \$21.75 - \$24.48

OPERATING PRINCIPLES:

Individuals are expected to work and act as a team player in all interactions with other Town employees; provide a high level of customer service at all times; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships with team members and others; and consistently provide quality service.

ESSENTIAL DUTIES:

- **Streets** -- Patches street surfaces, keeps shoulder areas clean and unobstructed by vegetation, maintains signage and street markings.
- **Parks** -- Mows grass, trims vegetation, landscapes, maintains restrooms including garbage collection.
- **Wastewater Collections:** Assist with the operations of a combination vacuuming truck to clean and flush sewer collection lines on a scheduled or emergency basis. Periodically executes confined space entry with the use of gas meters, harness, or ladders into confined spaces i.e. manholes, plant areas and lift stations.
- **Water Treatment Plants** Assists with the maintenance and repairs in all aspects of the water system. Installs new water meters, repairs water leaks, reads water meters, flushes water lines, perform utility locates, Interprets data from gauges, meters and other instrumentation. maintains and updates accurate logs and activities using a computer terminal. maintains all treatment facilities and grounds including weed control and landscape maintenance using various hand and power-operated tools.
- **Stormwater** - Cleans catch basins and culverts, maintains all aspects of the Stormwater System
- **Equipment** - Performs routine maintenance and minor repairs on equipment including heavy equipment, vehicles, and small tools.
- **Buildings** -- Repairs and performs minor building maintenance on Town owned facilities and buildings.



Job Description

MINIMUM QUALIFICATIONS:

- High school diploma or GED required.
- WA State Driver's license required.
- Must be able to obtain flagger certification within 6 months of hire.

Ability to:

- Keep records and maintain log of daily operations.
- Logically solve problems.
- Perform basic arithmetic calculations.
- Understand and carry out complex verbal and written instructions in the English language.
- Perform stressful duties in a calm and professional manner.
- Must have mechanical aptitude.
- Read and understand maps and drawings.
- Possess and maintain a first aid/CPR card.
- Must be able to use heavy equipment including sweepers, Vector truck, tractors, and mowers.
- Requires the ability and willingness to perform manual labor, including lifting of heavy objects on a routine basis.
- Must be able to work overtime before and after scheduled work shift and on days off upon short notice, as well as working varying shifts and be available to be recalled for emergency situations.

DESIRED QUALIFICATIONS:

- Washington State CDL.
- Experience in municipal public works.
- Experience with underground utilities.
- Ability to weld and fabricate steel.
- Experience in mechanical repair of equipment and vehicles.
- Basic principles of mathematics.
- Experience in various office equipment including a computer terminal running basic word processing and spreadsheet software.
- Knowledge of safe work practices in utility operations
- Woodworking, concrete or construction skills.

WORKING ENVIRONMENT: Most of the work is performed outdoors in inclement weather and during all seasons. Some work is performed in confined areas. Heavy objects are lifted on a daily basis.



Job Description

ESSENTIAL PHYSICAL ABILITIES:

FREQUENCY GUIDELINES

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|-------------------------------|------------------------------------|----------------------------------|-----------------------------------|-----------------------|
| SELDOM (1-10% of the time) | OCCASIONAL (11-33% of the time) | FREQUENT (34-66% of the time) | CONSTANT (67-100% of the time) | NEVER (not at all) |
|-------------------------------|------------------------------------|----------------------------------|-----------------------------------|-----------------------|

***Note:** The demands described within this job description are meant to represent the potential level of demand that would be encountered over an extended period of employment. The employee may not meet the described level on a daily basis, but would need to be capable of doing so in order to maintain full-duty employment over time.*

Sitting: The employee is required FREQUENTLY to sit while driving a vehicle or machinery and when completing paperwork/reports.

Standing: The employee is required FREQUENTLY to stand intermittently with either sitting or walking during a shift. Standing occurs on a variety of natural and artificial surfaces, including even and uneven ground. OCCASIONALLY the employee will be required to stand for long periods of time, such as when conducting traffic control.

Walking: The employee is required FREQUENTLY to walk intermittently with either sitting or standing during a shift. Walking occurs over a variety of natural and artificial surfaces, including even and uneven ground, and generally involves distances up to 200 feet without interruption, but may involve distances of up to ½ mile. OCCASIONALLY the employee will be required to walk at a high rate of speed or run when responding to an emergency situation. Though this may not occur regularly, the employee must be capable of completing this level of exertion.

Lifting/Carrying: The employee is required FREQUENTLY to lift/carry from 0-50 pounds, including but not limited to power or hand tools, and special equipment over distances of up to 100 feet or more. The employee is required to CONSTANTLY wear a utility safety vest, jacket or rain gear during a shift. The employee will also be required to exert force to lift or move items weighing significantly more than 100 pounds while working in a team in emergency situations. Though this may not occur regularly, the employee must be capable of completing this level of exertion. Use of both arms is required with all lifting/carrying activities.

Pushing/Pulling: The employee is required FREQUENTLY to use 0-10 pounds of force to push/pull objects. OCCASIONALLY the employee will be required to push/pull with over 100 pounds of force. Though this may not occur regularly, the employee must be capable of completing this level of exertion. The employee must be able to push/pull with both arms.



Job Description

Climbing: The employee is required OCCASIONALLY climb stairs, fences, retaining walls, and other obstacles encountered while working in the field. The employee will be required to climb ladders to reach high places on an OCCASIONAL basis. The employee must have the ability to climb stairs, ladders, fencing, retaining walls, and other obstacles.

Bending/Stooping: The employee is required CONSTANTLY to bend at waist level getting into and out of a vehicle. FREQUENTLY the employee is required to bend/stoop at waist level to obtain or access items located below thigh level, to reach for items on the ground, to look under items such as a vault lids, meter boxes or valve access covers. The employee must be able to bend/stoop if needed at any given time during a shift.

Kneel/Crawl: The employee is required OCCASIONALLY, on an irregular basis, when working in a ditch, trench or Town owned facility. The employee must be able to kneel/crawl if needed at any given time during a shift.

Laying: The employee is required on a SELDOM basis to lay prone to access valve covers and/or pipes. Accessing items under low objects, and manipulating a hand or power tool. Generally, the length of time in this position is short in duration, but can be for extended periods. Though this may not occur regularly, the employee must be able to lay prone if needed at any given time during a shift.

Twisting: The employee is required FREQUENTLY to rotate at neck level while driving. FREQUENTLY the employee will be required to rotate minimally at waist level. The employee is required FREQUENTLY to twist their wrists and forearms in conjunction with handling/grasping activities.

Handling/Grasping: The employee is required CONSTANTLY to handle/grasp items, and is commonly in conjunction with a twisting/rotating of the wrists and forearms, reaching, fine manipulation/fingering, and when pushing/pulling. Handling/grasping occurs bilaterally.

Reaching: The employee is required FREQUENTLY to reach between thigh and shoulder level. OCCASIONALLY the employee is required to reach below thigh level or above shoulder level. Reaching is performed bilaterally and commonly in conjunction with force when working in a ditch or trench or in an emergency.

Fine Manipulation/Fingering: The employee is required CONSTANTLY to use fine manipulation/fingering associated with completing paperwork and reports, and when using items including but not limited to hand or power tools, and special equipment. Fine manipulation/fingering occurs bilaterally and commonly in conjunction with handling/grasping.



Job Description

Feeling: The employee is required OCCASIONALLY to use feeling when searching for water leaks

Repetitive Motion: The employee is required FREQUENTLY to perform tasks of a repetitive nature or motion. This is most closely associated with keyboarding to complete reports and other required paperwork, shoveling, sweeping, mowing or weed eating.

Vision/Communication: The employee must be capable of communicating in the English language. Normal or corrected to normal hearing is required. Normal or corrected to normal vision is required.

Taste/Smell: The employee FREQUENTLY may smell items such as cleaning chemicals, street patch, fuels (gas & Diesel) vehicle exhaust, sewer odors, etc.

Vibration: The employee FREQUENTLY will be exposed to vibration that is typically generated by use of hand power tools or rider equipment.

Temperature Extremes: The employee OCCASIONALLY will be exposed to temperature extremes which is required of the employee to carry out duties in all weather conditions.

Environmental Factors: Duties are mostly field based and interaction with moving vehicles, equipment and people is routine. It is common that fumes, airborne particles and/or pathogens, toxic/caustic chemicals and bodily fluids are present. Duties are expected to be carried out in all weather conditions.

RECEIPT OF JOB DESCRIPTION

I received a copy and read the Job Description for the position I currently hold. I understand that this Job Description does not constitute an employment contract. I also understand that the Job Description is an approximation of the actual duties I will be required to carry out, and that it is subject to change at any time as authorized by the Mayor.

Employee Signature

Date