



Willard City

Job Description

Title:	Public Works Operator I	Code:	
Division:	Operations	Effective Date:	
Department:	Public Works	Last Revised:	8/2022

GENERAL PURPOSE

Performs a **variety of semi-skilled installation, maintenance and repair tasks** and responsibilities within a specific area such as streets/storm, water/sewer or parks.

SUPERVISION RECEIVED

Works under the close to general supervision of the Public Works Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Day-to-Day Operations: Performs construction, installation, maintenance and repair duties as required areas such as streets/storm, water/sewer or parks; performs work in accordance with sound safety practices.

Performs traffic control at construction sites; sets up and removes traffic signs; ensures safety of crew and motorists.

Performs minor repairs and preventive and routine maintenance on City equipment, tools, and vehicles; performs routine safety inspections; cleans equipment.

Responds to emergencies on a 24-hour basis; identifies and communicates repair needed; makes repairs or works with other maintenance workers in making repairs, flagging, transporting materials and equipment and other duties as directed.

Streets: Clears debris from ditches; grades and applies sand and other materials to roadway shoulders; applies seal to cracks and roadway surface; cuts and removes asphalt and concrete; estimates and applies material and rolls asphalt patches; lays and finishes concrete sidewalks, curbs and gutters; applies paint; inspects and cleans storm lines; uses asphalt cutting saw, paint stripper, chipper, air compressor and other tools; operates backhoe, grader, roller, dump truck, street sweeper and other heavy equipment; installs, assembles, repairs and removes street signs; plows, sands and removes ice and snow from streets and sidewalks.

Water: Runs water line flow tests; checks chlorine levels in water; inspects, monitors, repairs, replaces and performs preventive maintenance of valves, control valves, pump stations, hydrants, sewer mains and sewer lift stations; makes adjustments; checks and sets pump station daily flow rates, status alarms, pump cycles, pressure switches and control relays; checks security and proper operations; maintains reservoir grounds; drains, cleans and fills reservoirs; installs, shuts off, turns on, repairs and relocates meters; cleans and flushes sewer mains and manholes; changes filters; uses compressor, jackhammer, concrete saws, tapping apparatus, mower, weeder, compactor and other tools; operates dump truck, backhoe and other heavy equipment; locates and marks lines, valves manholes and meters; records test results and updates records.

Parks & Facilities: Mows and trims small and large turf areas, roadside areas and ball fields; uses weeder, sprayer and other tools; operates push and riding mowers and other equipment; trims, prunes and shapes shrubs and trees; weeds; plants; makes irrigation adjustments; performs irrigation system repairs or assists with non-routine repairs; prepares ball fields for use; assists with ball field turf renovation; mixes and sprays pesticides; cleans and maintains grounds and facilities; picks up trash and empties trash cans; makes minor facility repairs due to vandalism or as needed; paints equipment and facilities; locks and unlocks buildings; conducts routine safety check while on-site; traps rodents; pressure washes structures.

Basic Community Relations: Responds verbally to routine inquiries from the general public while in the field; refers complaints to assigned supervisor.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Sufficient education to demonstrate competencies needed to perform above duties;
 - AND
 - B. Sufficient experience to demonstrate the ability to perform essential functions;

2. Knowledge, Skills, and Abilities:

Some knowledge of motorized and hand tools and equipment used in maintaining and repairing facilities, buildings and grounds particular to work area; basic construction skills; occupational hazards and standard safety practices and procedures; heavy equipment operation techniques; safe use of pesticides; equipment and materials used in construction and maintenance operations; hazards common to heavy equipment operation; interpersonal communication skills; construction techniques, and methods related to carpentry, plumbing, or electrical wiring; methods, materials and equipment used in general custodial work.

Some skill in use of hand tools, power tools and light and heavy-duty equipment and vehicles.

Ability to perform learn methods and techniques of installation, maintenance and repair of streets and storm drains, water and sewer systems or landscaping, depending on work area; learn applicable laws, standards, rules and regulations including Utah Division of Drinking Water, OSHA, and UDOT; perform a variety of heavy manual labor tasks for extended periods of time and in unfavorable environmental conditions; operate a variety of motorized and hand tools and equipment in a safe and effective manner; learn, interpret and apply standards, policies and procedures; meet schedules and timelines; understand occupational hazards and utilize standard safety practices; develop effective working relationships with public and the public.

3. Special Qualifications:

Must be able to obtain a valid State Commercial Driver's License (CDL) within 12 months of hire.

Must complete confined space entry training.

4. Work Environment:

Work is performed both indoors and outside. Outside work requires exposure to varying weather and terrain conditions, hazardous traffic conditions, noise, fumes, odors, gases, and air and blood borne pathogens; exposure to moving equipment and occasional exposure to toxic or caustic chemicals, extreme heat, risk of electrical shock, wet/humid conditions, high, open or confined spaces, intermittent vibration and noise. Work requires frequent standing, walking, bending, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, grasping and lifting and/or moving objects weighing up to 100 pounds. Employees are subject to call-back during emergencies on a 24-hour basis and are required to work occasional evenings, weekends, or holidays during special events.

Disclaimer: In compliance with the ADA, reasonable accommodation will be considered, upon request, on a case-by-case basis during both the pre-employment process and to accommodate post-employment changes in employee physical abilities. Accommodation decisions will be influenced by the need to prevent "undue hardship" to the city. The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above disclaimer and job description. Date: _____
(Employee)