

# CITY OF PORT ORCHARD

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## JOB DESCRIPTION

**Job Title:** Public Works Employee

**FLSA:** Non-Exempt

**Civil Service:** Exempt

**Department:** Public Works

**Reports To:** Public Works Supervisor

This is a full or part-time position. It is not anticipated that Public Works Employee will be required to attend meetings during other than normal work hours; however, the employee may be called back to work before or after regularly scheduled work hours or on scheduled days off. The Public Works Employee may from time to time be assigned to function in place of the Public Works Supervisor.

### **Major Function and Purpose**

The Public Works Employee is able to supervise, coordinate and/or participate in the routine maintenance and construction of public works improvements for the City. Incumbent will assist the Public Works Supervisor and the Public Works Director in planning new construction and maintenance projects.

### **General Function**

Employees assigned to this job classification are responsible for the efficient and effective use of equipment, materials and personnel to complete maintenance and construction projects in a timely and cost-effective manner. Work is performed with considerable independence under the direction of the Public Works Supervisor. The Public Works Supervisor and Public Works Employee will evaluate work for quality and timeliness of completed projects through reports, observations and results obtained.

### **Supervision Responsibilities**

Supervision on job sites may be exercised as approved by the Public Works Supervisor. Work involves coordinating field activities, ensuring that projects are completed as scheduled, establishing work priorities, and fully participating in all field activities.

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## **Job Duties and Responsibilities**

This job description reflects 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, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assign, including working in other function areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load. Specific duties and responsibilities include, but are not limited to:

- Establishes work priorities and changes priorities to meet changed circumstances, with the approval of the Public Works Supervisor
- Inspect projects in progress
- Inspect equipment for repairs and safety
- Make recommendations for equipment or modifications to existing equipment
- Train subordinates in proper maintenance procedures and equipment operations
- Assure proper inventory level of materials and parts for maintenance and repair work
- Help to coordinate the activities of the Department with other departments in the city
- Coordinates and participates in such various activities, including but not limited to:
  - installing water, sewer, and stormwater pipe systems
  - repair of water, street, parks and sewer projects
  - patching, paving or grading roads
  - constructing and repairing concrete sidewalks
  - street sweeping
  - cleaning or repairing drainage systems
  - cleaning catch basins
  - laying drain pipe
  - brush cutting
  - repairing and installing uniform traffic control devices.
  - snow operations including sanding, plowing and removal
  - minor (carpentry, electrical, plumbing) installation and repair
  - reading and maintaining water meters
  - installing and maintaining hydrants and specialized water system appurtenances
  - installing and maintaining water and wastewater pumps

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## **Knowledge, Skills and Abilities**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Demonstrated knowledge of the methods, procedures and equipment used in the repair and maintenance of public works improvements.
- Knowledge of modern supervisory principles and practices.
- Knowledge of occupational hazards and safety precautions applicable to public works projects.
- Knowledge of various metering devices (ie; compound, turbine, positive displacement, impeller)
- Ability to:
  - maintain records and prepare work reports
  - skilled operation of a variety of light and heavy equipment, including pick-up trucks, dump trucks, backhoes, graders, manual and power hand tools, welding equipment, and other tools and equipment appropriate to a given duty responsibility
  - gauge project progress and recommend adjustments to meet deadlines or adapt to changing conditions in the field
  - comprehend technical instructions and repair manuals
  - deal courteously and tactfully with the public
  - establish and maintain effective working relations with subordinates, superiors, other department personnel and the public
  - review project plans

## **Contacts and Relationships**

Requirements in this position include contact with and directing the work activities of other city personnel. The Public Works Employee must also be able to deal with the general public for the effective coordination of work and for resolving problems. Work requirements will include the skilled operation and normal maintenance of a variety of light and heavy equipment, including pick-up trucks, dump trucks, backhoes, graders, manual and power hand tools, welding equipment, and other tools and equipment appropriate to a given duty assignment.

## **Working Conditions**

Work is performed indoors and outdoors. Employee may need to work in confined spaces and will be required to work on ladders, inclines, and in noisy work areas. He/she may be exposed to extremes in temperature, chemicals, or noxious fumes. Employee may be required to wear protective clothing or equipment in the performance of duties. All employees who are required to have and maintain a CDL are subject to Drug and Alcohol Testing as mandated by the Federal Omnibus Transportation Act of 1991 and the Drug Free Workplace Act of 1989.

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## **Physical Requirements**

The Public Works Employee must have the overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding, and lifting or carrying up to 50 pounds. Job requirements may include the ability to climb up to 20 feet off the ground; bend and/or work in tight or confined areas. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard.

## **Recruiting Requirements**

- Valid Washington State driver's license, with ability to attain a Class B commercial endorsement
- Possession of or ability to obtain a Water Distribution Specialist I Certification from the Washington State Health Department within 12 months of employment with a driving record acceptable to the City's insurance carrier
- High school diploma
- Approximately 5 years of responsible experience at an equivalent level
- Approximately 5 years' experience as a truck driver, equipment operator, or supervisor in a work environment similar to a municipal public works department
- All city employees must successfully pass pre-employment Drug and Alcohol Testing as prescribed by the City's Drug and Alcohol Testing Policy.

## **Experience and Training**

Any combination of experience and training that provides the desired skills, knowledge and abilities.

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.*