

PUBLIC WORKS WORKER 1
JOB DESCRIPTION

Department: Public Works	FLSA: Non-Exempt, Hourly
Reports to: Public Works Director	Representation: International Brotherhood of Teamsters 670
Pay: Collective Bargaining Agreement	Date Adopted: Date Revised: September 17, 2024

Essential competencies of this job are described under the headings below. They may be subject to change at any time with proper notice and mutual agreement of the changes with the Union. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time with proper notice and mutual agreement of the changes with the Union.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or create a direct safety threat to the individual, or others.

GENERAL POSITION SUMMARY:

Under general supervision, or direction, the Public Works Worker performs manual labor, skilled and semi-skilled, and equipment operation in the maintenance, repair, and construction of the City's Public Works systems and facilities. Assigned divisions may include but are not limited to: Wastewater Treatment, Wastewater Collections, Water Treatment, Water Distribution, Storm Water, Streets, Irrigation, and Landscaping. Must be at least 18 years of age in order to operate machinery. Must be able to follow instructions and work independently.

ESSENTIAL FUNCTIONS:

Unless specifically identified as a "Non-Essential Job Function", the information included in this job description, and any referenced supplemental documents, is considered an "Essential Job Function". Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.

The following information is not all-inclusive.

This position must ensure and adhere to safe work practices and procedures including, but not limited to, lockout/tag out, the use of Personal Protective Equipment (PPE), and confined space rules and regulations. They will perform maintenance, construction, and repair of City streets, sidewalks, waterlines, sewer-lines, and facilities. They will also operate, monitor, diagnose, and maintain pumps, valves, systems and other equipment and inspect, adjust, and replace components as needed. They serve as a general groundskeeper of all City owned property. Rotating on-call duties will be assigned, after 3-month probationary period, to include weekends. This position is subject to 24-hour call back, for emergency conditions and must be able to work in all types of weather conditions and seasons (e.g. hot, cold, dry, wet, summer, fall, winter, spring).

TASKS, TOOLS & TECHNOLOGY:

Tasks

- Assist with maintenance and installation on water distribution system including, but not limited to, main and service lines, valves, fire hydrants, reservoirs, and related equipment; locate and repair service line breaks; as well as wastewater system.
- Perform meter reading; service turn-ons and turn-offs; notify customers of water interruptions and of the type of work to be performed.
- Collect samples for analysis and reporting.
- Conduct system locates; use locating equipment.
- Assist with maintaining City streets and rights of way.
- Perform traffic control to ensure the safety of service workers and the general public.
- Assist with maintaining and cleaning; equipment, facilities, and City properties.
- Provide accurate records, including hand written logs, computer-based instrumentation and control systems.
- Performs duties as assigned.

Tools

- Tools and equipment typically used in maintenance, general labor, and general construction. Including safety gear.
- Operate motorized vehicles such as pickups, UTV, flatbed truck, mowers, front end loader, backhoe, and street sweeper.
- Occasional use of Bluetooth, radio equipment, desktop computer, and tablet.

Technology

- Geographic Information System (GIS) mapping and GPS locating systems
- Computer SCADA System
- Web-based portals (i.e. electronic time sheet)
- Basic: Microsoft Word, Outlook

SKILLS & ABILITIES:

Skills

- Safe work practices-
- Preventative maintenance techniques and procedures
- Properly and safely use hand and power tools

Abilities

- Ability to work in a team setting
- Work with little to no supervision
- Toggle work assignments to address urgent or emergency situations
- Ability to follow verbal and written instructions-

Work Standards:

- Regular attendance and punctuality
- Speak and act truthfully
- Conduct oneself with integrity, morality, character, and trustworthiness
- Exhibit self-control
- Detail-oriented
- Thorough when completing work tasks
- Accept constructive criticism-
- Calmly and effectively processes high stress situations-
- Reliable, responsible, and dependable-

- Willingness to take on responsibilities and challenges

COMMUNICATION AND CONTACT:

The employee communicates effectively both verbally and in writing with supervisors, colleagues, and individuals inside and outside the organization.

Relationships with others:

The employee works effectively and relates well with others including supervisors, colleagues, and individuals inside and outside the organization. The employee exhibits a professional manner in dealing with others and works to maintain constructive relationships.

EDUCATION, CERTIFICATION, & EXPERIENCE:Minimum Qualifications

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance
- Valid Oregon State Driver License, class C
- Must be able to pass the City's security clearance standards, including criminal history check and satisfactory driving record
- Ability to obtain the following qualifications

PHYSICAL DEMANDS OF POSITION and WORKING CONDITIONS

The City of Boardman is committed to complying fully with Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Boardman will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City of Boardman's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request accommodation as soon as it becomes apparent that reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss accommodation request, please contact the City Manager.

The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as a Public Works Worker.

While performing the duties of this position the employee is frequently required to walk, stand, sit, squat, communicate, reach and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighing up to 50 pounds on a regular basis. On occasion, the work involves moving materials weighing more than 80 pounds. Manual dexterity and coordination are required over 80% of the work period while operating various public works equipment, motorized vehicles, and standard office equipment. Visual and audible abilities are required to see or hear the various safety and warning alarms, to communicate with other when operating heavy machinery, and to identify safety hazards and warning signage.

The employee may be exposed to possible operations hazards including fumes, odors, toxic and caustic chemicals, heavy industrial machinery, high water and hydraulic pressure, hot and cold

temperatures, slippery surfaces, water borne disease and infectious waste, and high voltage equipment requiring the use of safety devices and precautions.

Reviewed by:

Employee _____ Date: _____

City Manager: _____ Date: _____