

Public Works Operator I – Town of North Beach

JOB TITLE:	Public Works Operator I
DEPARTMENT:	Public Works
SUPERVISED BY:	Public Works Director
FLSA STATUS:	Non-Exempt

This position reports to: Public Works Director and Mayor of the Town of North Beach. This position has no supervisory and/or management responsibility.

JOB DESCRIPTION

Public Works Operator I works as part of a crew and independently on tasks such as water and sewer repairs, street and signage repairs, building inspections and maintenance, snow removal, and various other tasks.

Qualified applicants have a background in general maintenance, and the desire to expand their knowledge of infrastructure maintenance. At a minimum, applicants should have a basic knowledge of carpentry skills and be able to operate small equipment. A valid driver's license is required. Public Works Operator I are encouraged to obtain a Water Distribution License and Wastewater Collection License. All training will be provided and paid for by the Town, and salary increases are provided when certifications are earned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Responsible for the operation of a variety of construction and maintenance equipment and for performing manual labor activities (road maintenance, park maintenance, playground inspections, sign crews, sewage crews, and in other related areas as needed and/or required by the Public Works Department).
- Operates vehicles such as pick-up trucks, salt spreaders, snowplows, etc., as required.
- Operates power tools and equipment, such as mowers, chain saws, air compressor, etc. as required.
- Inspects and repairs equipment as required per department procedures.
- Repairs town roads, curbs, and sidewalks as required. Installing paint/thermoplastic markings on roadways i.e., crosswalks, stop bars, and parking areas.
- Mowing grass, prunes trees and hedges, and plants flowers and trees as required.

- Assist co-workers with tidiness, maintenance and upkeep of Public Works building and facilities, garage areas, and park facilities, as well as clean up litter and empty trash cans.
- Routine Maintenance of storm drains/sewers/water system procedures is required.
- Sweeping and cleanup of debris and materials from the roads as well as snow and ice removal, including manual shoveling of snow.
- Must be available to be called upon for emergencies such as snowfall, floods, downed trees, etc. and must be knowledgeable in a variety of semi-skilled and skilled maintenance tasks
- Must be available to setup and breakdown of all Town events. (Furniture, displays, signs, etc.)
- Conducting other job-related duties as required.

EXPERIENCE AND TRAINING:

Minimum Education: This position requires a high school diploma or equivalent. Position requires three months to one year of relevant experience.

The qualifications listed within this job description are guidelines. An equivalent combination of education and experience that results in the necessary knowledge, skills, and ability to perform essential job functions may be considered.

Special Training or Experience:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Knowledge of the practices, methods, and equipment utilized in grounds, street, and park maintenance and development, i.e., front end loader, skid steer, etc.

- Knowledge of an ability to safely operate equipment necessary to maintain streets, parks, buildings, and facilities as required.
- Ability to safely perform lifting and carrying of items up to 50 pounds.
- Ability to understand and follow complex oral and written instructions independently.
- Ability to assess situations, solve problems, and work effectively within deadlines and changing work priorities.
- Ability to work independently and complete assigned work in a timely manner.
- Ability to establish effective working relationships and use good judgement and initiative when dealing with coworkers, supervisors, and the public.
- Ability to work in all types of weather conditions.
- Safety procedures and practices are required, as well as wearing safety equipment.

- Must be able to be called upon for emergencies such as snowfall, floods, downed trees, etc. and must be knowledgeable in a variety of semi-skilled and skilled maintenance tasks as scheduled.

ENVIRONMENTAL CONDITIONS:

Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques; operation of equipment which causes loud noise levels and high vibrations; may require the exercise of caution when operating equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.

PHYSICAL REQUIREMENTS:

- Ability to conduct activities involving walking 30% of the time, standing 30% of the time, and sitting 40% of the time.
- Ability to conduct activities involving climbing, balancing, stooping, kneeling/bending, crouching, crawling, twisting, and reaching on a moderate basis.
- Ability to operate a vehicle.

OTHER REQUIREMENTS:

- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations.
- Ability to read and understand written information. Ability to compose information and instructions in written form.

Full background investigation, including driving records, will be conducted prior to a final offer of employment.