

City of Brownsville

Public Works Operator

Employer: City of Brownsville
Department: Public Works
FLSA Status: Full-Time Hourly

Pay Range: Set by Council
Revised: July 2007
Reports to: Public Works
Superintendent

General Statement of Duties

The Public Works Operator performs a variety of semi-skilled and skilled manual tasks in the maintenance of infrastructure, streets, parks, cemetery and all public facilities. The Public Works Operator performs duties under the general guidance of the Public Works Superintendent. The following are examples and are not intended to include all of the duties assigned to this classification.

Essential Job Functions

Utilities

- ◇ Assists in the construction, maintenance, installation and repair of water and sewer lines, pumps and system components.
- ◇ Participates in the monitoring of water reservoir levels, water pumps, sewage lagoon levels and sewer system pumps and lift stations.
- ◇ Provides for the proper maintenance of the distribution system including flushing hydrants, exercising valves, detecting water leaks and reading meters; and the sewer collections system including service installations and clean-outs.
- ◇ Collects samples for water and sewer permits at the direction of the Public Works Superintendent.
- ◇ Operates all equipment necessary to complete tasks as assigned.
- ◇ Accurately records and reports information as required.
- ◇ Serves weekend duties and is 'on-call' as the need arises.

Facilities

- ◇ Assists with street repairs, maintenance and grading including cleaning drainage ditches and installing culverts.
- ◇ Provides grounds maintenance functions on all property.
- ◇ Loads and unloads materials and supplies as required.
- ◇ Operates a variety of equipment including power & hand tools, jackhammers, park maintenance equipment, power saws, painting equipment, acetylene torch, compressors, drills and other shop tools.
- ◇ Repairs buildings, fences, roofs, walls, foundations and other appurtenances as necessary.
- ◇ Apply herbicides as needed.
- ◇ Repairs and performs minor mechanical repairs on vehicle and equipment.
- ◇ Maintains logs and paper work in accordance with Department policy.

Other Job Functions

- ◇ Deals with a variety of concerns from the general public.
- ◇ Calculates basic mathematical operations.

- ◇ Complies with Department safety policies.
- ◇ Ability to obtain a variety of certifications as needed.
- ◇ Assists citizens and clientele as needed.
- ◇ Attends training as needed.

Required Knowledge & Abilities

- ◇ Knowledge of the organization, functions and operational concerns of the City.
- ◇ Knowledge of materials, methods and techniques used in the field of Public Works including water and wastewater systems, storm water drainage, streets, property & fleet maintenance, parks and cemetery care.
- ◇ Ability to follow oral and written instructions,
- ◇ Ability to speak and write effectively.
- ◇ Ability to work as a team player in a fast paced environment.
- ◇ Must work well under pressure and deal with conflict professionally.
- ◇ Safeguard confidential information.
- ◇ Ability to establish and maintain working relationships with fellow employees, elected & appointed officials and citizens.

Required Experience & Training

- ◇ Graduation from high school or equivalent certificate or any satisfactory combination of related experience.
- ◇ Possess a valid Oregon driver's license.
- ◇ DESIREABLE: Possession of Commercial Driver's License Class B.

Physical Requirements

- ◇ Must be able to operate light and heavy equipment including backhoe, dump truck, grader, tractor, roller front end loader and other maintenance equipments as assign to Public Works.
- ◇ Must be able to operate a variety of shop and construction tools as assigned.
- ◇ Must be able to operate a variety of automated office machines including a computer, printer, copy machine, fax machine, scanner, calculator, telephone etc.
- ◇ Must be able to work in a variety of weather and working conditions.
- ◇ Must be able to move and carry a variety of objects.
- ◇ Must be able to lift seventy or more pounds occasionally and/or up to fifty pounds frequently.

The City of Brownsville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City may provide reasonable accommodations to qualified individuals. Requests for accommodations should be made to the City Administrator. This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as needs and requirements of the classification change. The City Administrator may assign additional duties as needed at any time.

By signing the position description, you are acknowledging that you have read and understood the information presented.

Employee

City Administrator