



Stanfield Public Works Department Public Works Utility Worker I

Open until Filled: First Review: October 4th 2022
Salary Range: \$36,000 to \$42,000
(Dependent on qualifications)

Public Works Director Scott Morris
Stanfield Public Works Department
smorris@cityofstanfield.com
160 S Main St/PO Box 369
Stanfield, OR 97875
Telephone: 541-449-3831

Position will be a full-time Public Works Operator in the Maintenance and development of City Parks, Buildings, Streets, Water and Sewer Facilities.

Employee will work a minimum of 40 hours a week, with a flexible work schedule which may include weekdays, weekends, and holidays.

SUPERVISION:

Works under the direction of the Public Works Director.

PRIMARY RESPONSIBILITIES, DUTIES AND ESSENTIAL FUNCTIONS:

The following duties are not intended to serve as a comprehensive list of all duties performed by employees in this classification, and serves only as a representative summary of the major duties and functions of this position.

Employees may not be required to perform all the duties listed, however may also be required to perform additional, position specific duties.

This description is subject to change by the employer to meet the organization needs and job requirements, and does not constitute an employment agreement between the employer and employee.

GENERAL PURPOSE:

Performs a variety of unskilled or semi-skilled maintenance work and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

Work may be performed with independently or with other employees.

MINIMUM REQUIREMENTS:

- High School Graduate or GED equivalent.
- Ability to pass drug screening tests.
- Valid Oregon State Driver's license

SPECIAL POSITION REQUIREMENTS:

Certification is required within (2) two years of hiring in the following areas and levels:

- Wastewater Collection I
- Wastewater Treatment I
- Water Distribution I
- Class B CDL certification
- Employment requires some after hours or weekend shifts on an on-call basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Collection of data from city water meters and maintaining records of inspections and maintenance activities.

Service connections as needed including system repairs on water lines.

Daily routine including maintenance and monitoring of city utility systems at frequent intervals to ensure all aspects of the city utility systems are functioning properly: including water and sewage of the Waste Water Treatment Plant and Collection Systems.

Maintenance of city parks including: mowing, watering, fertilizing, maintenance and repair of park structures, removal of park litter and enforcement of park rules and regulations.

Maintenance of public streets and roadways to include cleaning, patching, graveling, installation and repair of signs, and painting of crosswalks and curbs as needed.

Completes records relating to maintenance, inspections, etc. as required.

Operate general office equipment including but not limited to: telephone, copy machine, fax machine, computer, etc.

Responding to complaints regarding water leaks, pressure loss or no water, make scene evaluations and explain situation to supervisor.

Ensures proper maintenance of equipment and tools after use and via regular checks.

Drives trucks of various sizes and weights with the loading, hauling and unloading of various equipment including sand and gravel.

Performs all duties in conformance to appropriate safety and security standards.

Ability to work independently or as part of a crew/team.

Operates a variety of power construction and maintenance equipment used in the water, sewer and street department including motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, rock drill, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch backhoe, sewer vacuum truck.

Ability to establish and maintain effective working relationships with employees, other departments and the public, and communicate effectively verbally and in writing.

Ability to understand written and oral instructions, and follow directions provided.

Ability to perform heavy manual tasks for extended periods of time.

Other duties as assigned.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. Employee is frequently required to stand, talk or hear, and may be occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. Requires work in all types of weather conditions and near moving mechanical parts.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.