

## PUBLIC WORKS - GRADE 3

**Department:** Public Services Department  
**Union:** AFSCME - Local 3120

### GENERAL STATEMENT OF DUTIES:

Performs semi-skilled or skilled work; operates and maintains a specialized equipment related to construction and maintenance work on the City's water, sewer, street, and parks systems; maintains records on City equipment.

### SUPERVISION RECEIVED:

Works under the immediate supervision of the DPS Superintendent, Water System Supervisor, Parks and Boulevard Supervisor, or DPS leader. Employee is generally allowed to exercise some independent initiative and judgment in handling work assignments.

### SUPERVISION EXERCISED:

May provide supervision over Public Works - Grade 1, Public Works - Grade 2, or seasonal employees.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Carry out all duties in conformance to appropriate safety and security standards.
- Operate heavy equipment with skill, efficiency, care, and safety, including the following: street roller in asphalt paving work, back hoe digger, grader, street sweeper, concrete saw, sewer rodder, sewer bucket machines, and other specialized equipment.
- Perform skilled work required for the laying, setting, and joining of sewer pipes, water pipes, tile and fittings, laying brick or block for manholes, water gate wells and miscellaneous repair or construction work.
- Perform skilled carpenter work required for miscellaneous repair or construction work.
- Check and care for the assigned equipment in order to assure that all is in a safe operating condition; that all lights and safety equipment are in proper operating condition; that the equipment has the proper oil and grease.
- Assist in servicing and making minor repairs on the equipment.
- Ability to read, record, test, maintain, repair, and replace water meters.
- Locate and clean stop boxes, open/close water service stop valves, operate gate closers and investigate the cause of poor water supply at given locations.
- Operate electrically driven semi-automatic water pumps, auxiliary pumps, and air compressors in supplying water to the City water system.
- Perform routine inspection of water pumps, start and stop equipment, maintain required watch over operation of equipment, make necessary adjustments, take corrective measures.
- Prepare reports of work performed.

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- Paint curbs, parking and parking spaces, center lines, crosswalks, stop lines at intersections, and school markings on pavement; prepare surface and apply paint, stain, or varnish to interior and exterior of building, furniture, equipment, pipes and other fixtures with a brush or sprayer.
- Requisition, receive, store, and issue tools, supplies, and materials, and maintain inventory of stockroom contents.
- Plant, transplant, fertilize, and spray trees and shrubbery; perform other landscaping work.
- Perform labor involved in construction and maintenance projects as part of a crew, as required.
- Operate motorized and power-driven or special equipment with skill, care, and safety.
- Assists in servicing equipment and making necessary minor repairs.
- Perform related work as required.

## **PERIPHERAL DUTIES**

May serve on various employee or other committees as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- A) Graduation from high school education or GED equivalent,
- B) Minimum of two years' experience in semi-skilled, general mechanical maintenance or comparable work,
- C) Two years experience in the operation of automotive and power driven equipment.
- D) S-4 certification.
- E) Any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

- A) Reasonable knowledge of the construction and maintenance of municipal water distribution system, pumping station, and equipment.
- B) Considerable knowledge of the operation and maintenance requirements of automotive and power driven equipment assigned, and the ability to operate equipment skillfully, safely and in accordance with traffic laws and regulations as required.
- C) Considerable knowledge of the hazards and safety precautions of water plant operation and high voltage electrical equipment.
- D) Mechanical aptitude, physical strength and endurance.
- E) Ability to perform service work on equipment such as lubrication and related maintenance.
- F) Ability to perform heavy manual labor for extended periods of time, often under unfavorable weather conditions.
- G) Ability to make accurate mathematical computations.
- H) Ability to work safely.
- I) Ability to understand and carry out written and oral instructions, and to communicate effectively verbally and in writing.
- J) Ability to establish and maintain effective working relationships with employees, other departments and the public.

## **ESSENTIAL REQUIREMENTS**

1. Valid State Driver's license,
2. written CDL certification,
3. CDL-certified on road test, or ability to obtain certification after City-provided test.

## **TOOLS AND EQUIPMENT USED**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, and other equipment. Tools related to traffic sign/signals; tools related to water distribution systems including: water meter reader gun and meter test bench.

## **PHYSICAL DEMANDS**

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. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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 is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Appointing Authority

Effective Date: