



JOB DESCRIPTION

Job Title: Public Works Operator **Reports to:** Water Division Supervisor
Prepared by: Julie L. Powers **Approved by:** Allen Atkins
Date Approved: February 1, 2008 **Last Revision Date:** January 9, 2008

SUMMARY

The Public Works Operator is responsible for performing routine maintenance and upkeep tasks including, but not limited to, reading water meters, flushing fire hydrants, excavating leak sites, and operating machinery. Takes direction primarily from and reports initially to the Water Division Supervisor or designated supervisor. It requires the ability to frequently bend, sit, stand and walk on a daily basis, to serve the public, climb stairs, steep steps, tank walls, and ladders with minimum protection, working outdoors in sometimes adverse conditions, and lift up to 100 lbs.

PRIMARY RESPONSIBILITIES

1. Maintains, troubleshoots, repairs or replaces equipment, as necessary.
2. Installs, replaces, maintains, and repairs water piping including, but not limited to, pipes of varying sizes, locations, and compositions, water meters, other flow-monitoring devices, pumps, chemical feed systems, and other related equipment as necessary.
3. Responsible for the maintenance of park land, paved surfaces, buildings, and other general maintenance and repairs of Town-owned or maintained property.
4. Operates machinery and other equipment including, but not limited to, backhoes, bulldozers, scrapers, dump trucks, centrifuges, pumps, other electrical and mechanical tools and equipment, as well as hand tools and safety equipment.
5. Participates in snow removal, storm damage recovery and other disaster mitigation operations on behalf of the town, which may result in emergency call-outs or extended and/or unusual work hours.
6. Responds to after-hours emergencies as necessary.
7. Responds to all inquiries in a courteous manner, providing information within the scope of knowledge and authority.
8. Adheres to all town policies, procedures, and ordinances and Town Charter.
9. Other related duties as assigned by Town Manager.

ADDITIONAL RESPONSIBILITIES

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any town department as required or assigned.

EDUCATION/QUALIFICATIONS

Position requires a high school diploma or equivalent education; Valid driver’s license and auto insurance (CDL, Class B license preferred or must be obtained within 90 days of employment); Reliable transportation; Water Sampler Certification; supervisory experience.

KNOWLEDGE AND SKILLS

Must quickly acquire considerable knowledge of the town’s functions, procedures, purpose, and applicable ordinances and have some experience with computers. Position requires availability for after-hours call-outs as well as exposures to extreme temperatures, contact with fuels, chemicals and potential contact with human or infectious waste; knowledge of the proper use of hand and power tools; ability to operate a backhoe, mowers, pickups, dump trucks, etc.; ability to work in confined spaces as well as at great heights; ability to read, write and understand English as well as read and interpret number and readings on scales, gauges, and other monitoring devices; knowledge of OSHA and other safety-related regulations; and knowledge of plumbing principles. Visibility requires maintaining a professional appearance and providing a positive company image to the public.

Employee Signature

Date

***NOTE:** By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*