

<b>ORGANIZATION:</b>	City of Tillamook	<b>DATE:</b>	June 2013
<b>LOCATION:</b>	Tillamook, Oregon		
<b>DEPARTMENT:</b>	Public Works		
<b>SALARY RANGE:</b>	\$36,954-\$41,806		
<b>JOB TITLE:</b>	Public Works Technician III		

**PURPOSE OF POSITION:** Perform general public works maintenance tasks to maintain the infrastructure within the City, including streets, storm and sanitary/sewer, and water distribution lines. Perform general maintenance tasks to assure an uninterrupted, adequate supply of water or wastewater collection to customers and to protect the City's mains, valves, and water supply or wastewater treatment plant.

**ESSENTIAL JOB FUNCTIONS:**

Install, maintain, inspect and repair water meters, reservoirs, lines, pumps, gauges, hydrants, and other related equipment. Flush dead end lines. Read meters. Locate City utilities.

Clean, maintain, inspect and repair City streets, sidewalks and right-of-ways including street sweeping and cleaning, pavement patching, concrete forming/finishing, grading, sanding/removing snow and ice, cutting and removing trees and vegetation. Lay out and paint pavement markings. Remove old pavement markings as necessary. Install, inspect, repair and replace various street and regulatory signals/signs and barricades, posts, etc. Use and operate flagging equipment to control traffic in vicinity of public works crews.

Install, maintain, inspect and repair of City sanitary sewer and storm drain systems, including: clean sanitary sewer and storm lines, remove debris, inspect and repair manholes and catch basins, install and remove flow monitoring equipment, mow vegetation. Dye and smoke test system to establish service connection, flow tests and any infiltration/ex-filtration that may be present. Pipe fitting, manhole installation, repair, and channeling.

After proper training, operate various public works equipment, e.g. dump truck, loader, backhoe, vactor, street sweeper, fork lift, mower, jack hammer, chain saw, lance torch, etc. Perform operator maintenance, such as conducting pre- and post-operation checks, maintaining proper fluid levels, changing parts, cleaning, etc. Adhere to and perform established maintenance schedules on equipment and vehicles. Perform additional tasks as directed.

Perform various building/grounds maintenance tasks, including minor carpentry and plumbing duties.

Respond to utility service emergencies and similar problems. Determine location of shut-off valves, take emergency action to minimize damage to property, and restore service as soon as practical.

Perform various tasks related to the maintenance and operation of the Water Treatment and Waste Water Facilities. Monitor performance, make equipment and chemical adjustments, take water samples, evaluate and isolate operational problems and take corrective action as appropriate.

On-call or stand-by duty will be required on a rotating schedule, as well as in the event of storms or other natural disasters. Follow all safety rules and procedures for all property, equipment, vehicles, and work areas. Respond to public inquiries at work sites in a courteous manner.

City of Tillamook employees are also expected to report to work (or other designated area) in emergency situations (i.e.: earthquake, flood, tsunami, etc.) in order to keep the City functioning. All City employees are expected to report during disaster and emergency situations. An emergency response plan is in place, and training is provided.

**AUXILIARY JOB FUNCTIONS:** May deliver service change notifications to customers, and perform water shut-offs and turn-ons. Perform vehicle and equipment maintenance based on individual capabilities. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner. Utility Clerk backup.

**JOB QUALIFICATION REQUIREMENTS:** Considerable knowledge of the proper operation and maintenance of vehicles, tools and equipment, practices, methods, hazards and safety precautions used in the maintenance and repair of City infrastructure, including streets, right-of-ways, and storm/sanitary sewer systems; and, general equipment servicing methods. Equivalent to high school education and over two years experience in public works or road construction, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties, including computer skills and knowledge for Utility Clerk backup, and mobile communication device proficiency.

**SPECIAL MINIMUM THRESHOLD REQUIREMENTS AND LICENSE MENUS:**

<b>POSESSION OF:</b>	<b>POSESSION OF <u>TWO</u> OR MORE OF THE FOLLOWING:</b>
CDL Class A License	Water Distribution Level 1
Up-to date immunization record	Wastewater Collection Level 1
	Water Operator Level 1
	Wastewater Operator Level 1

<b>POSESSION OF <u>SIX</u> OR MORE OF THE FOLLOWING*:</b>
Oregon Pesticide Applicator's License
Work Zone Traffic Control Training/Certificate
Rigger Training/Certification
Fall Protection Training/Certification
Confined Space Training/Certification
Competent Person Training/Certification
First Aid/CPR Certification
OSHA Certifications (PPE, Bloodborne Pathogens, etc.)
State and Federal Sign and Mounting Compliance Training
Environmental Best Maintenance Practices
Oregon Road Scholar Certification
Locating Certification
FEMA Training
Equipment Operator/Forklift Training
Limited Maintenance Electrician's License
Mechanic Certificates/Licensing

*\*Additional applicable licensing or certifications may be considered as replacements for menu items.*

**Job Title:** PW Technician III

**DATE:** June 2013

**DESIRABLE REQUIREMENTS:** Previous field experience within the water distribution and/or wastewater collection industry.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to stand, sit, bend, stoop, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Many duties are physically demanding requiring entry to confined spaces and occasionally moving materials weighing up to 125 pounds. Movement of materials weighing up to 50 pounds may consume up to 15% of the work period. Activity and types of duties performed require manual dexterity and coordination. Meter reading requires walking long distances, lifting, stooping, and bending for up to 8-hours at a time.

**WORKING CONDITIONS:** The majority of duties take place outside of buildings with exposure to all types of weather conditions and on a year-round basis, bio-hazards, traffic, dirt, oil, grease, fumes, noise and chemicals. Entry to confined spaces is required on an infrequent basis. Position is subject to emergency on-call response after normal duty hours on a rotational basis. On-call or stand-by duty will be required on a rotating schedule, as well as in the event of storms or other natural disasters.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on department policies and practices.

**SUPERVISION RECEIVED:** Works under the general supervision of the Public Works Director and receives additional direction from assigned supervisors as outlined on the City's Organizational Chart.