

ORGANIZATION:	City of Tillamook	DATE:	June 2014
LOCATION:	Tillamook, Oregon		
DEPARTMENT:	Public Works		
SALARY RANGE:	\$31,410-\$35,533		
JOB TITLE:	Public Works Technician II		

PURPOSE OF POSITION: Perform laboratory tests to ensure safety and compliance with DEQ standards for the City of Tillamook's Water and Wastewater Treatment Plants. 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: Perform various tasks related to the maintenance and operation of the Waste Water Facilities. Monitor performance, make equipment and chemical adjustments, take water samples, evaluate and isolate operational problems and take corrective action as appropriate.

Measure sludge blankets; pull BOD, sludge, influent, and effluent samples. Clean, inspect and maintain pumps, screens, tanks and basins. Input data from lab tests and tank measurements. Ability to observe and interpret data from the SCADA system, and to adjust and calibrate liquid dosing pumps.

Follow all safety rules and procedures, including proper PPE procedures, for all property, equipment, vehicles, and work areas. Install, maintain, inspect and repair water meters, reservoirs, lines, pumps, gauges, hydrants, and other related equipment. Flush dead end lines. Read meters. Perform additional tasks as directed.

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 collection 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, mix and apply chemicals. Dye and smoke test system to establish service connection, flow tests and any infiltration/ex-filtration that may be present.

This position provides on-the-ground support. After proper training, may 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 various building/grounds maintenance tasks, including minor carpentry, roofing, and plumbing duties including fire hydrant maintenance and repair. Clean and sanitize restrooms, and replenish supplies as necessary. Climb ladders to clean and inspect tanks, manholes etc.

On-call or stand-by duty will be required on an assigned schedule, as well as in the event of storms or other natural disasters. 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 license proficiency. Meeting with others in areas of responsibility. Utility Clerk backup. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS: Knowledge of methods, materials, tools and equipment used in water distribution or wastewater collection systems; record keeping and wastewater/waterworks mathematical calculations; and the proper operation and maintenance of vehicles, tools and equipment, practices, methods, hazards and safety precautions used in the maintenance and repair of water/wastewater systems. Equivalent to high school education and one year of related experience, 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:

POSESSION OF:	POSESSION OF <u>ONE</u> OF THE FOLLOWING STATE LICENSES:
CDL Class A License	Wastewater Operator Level I
Up-to date immunization record	Wastewater Collection Level I

POSESSION OF <u>THREE</u> OR MORE OF THE FOLLOWING**:
Lab Technician Certification or Training
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
Water Treatment Level 1
Water Distribution Level 1

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

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*The City may consider the ability to attain, at employee's expense, some of the *minimum qualifications* within six months of hire. Timelines and financing for acquisition of licensing/education are subject to management's discretion.

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

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

REQUIRED PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, sit, bend, listen, communicate, read, write, and comprehend both numbers and the written English language, reach and manipulate objects, tools or controls. The position requires mobility and visual and audio acuity. Many duties are physically demanding requiring entry to confined spaces and occasionally moving materials weighing up to 125 pounds, ability to climb a ladder. 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.

REQUIRED WORKING CONDITIONS: Many of the 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. Position is subject to emergency on-call response after normal duty hours. On-call or stand-by duty will be required on an assigned 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 additional supervisors as outlined on the City's Organizational Chart.