

<b>ORGANIZATION:</b>	City of Tillamook	<b>DATE:</b>	May 2014
<b>LOCATION:</b>	Tillamook, Oregon		
<b>DEPARTMENT:</b>	Public Works		
<b>SALARY RANGE:</b>	\$43,478-\$48,712		
<b>JOB TITLE:</b>	Public Works Technician IV—DRC Signature Authority		

**PURPOSE OF POSITION:** Participate in the operation and maintenance of the City’s Class 4 wastewater treatment facility, sewer collection system, and associated lift stations in compliance with State and Federal regulations; while meeting specific effluent standards established by the facility’s NPDES permit. Perform general maintenance tasks to assure uninterrupted wastewater collection to customers and to protect the City’s wastewater treatment plant. Duties involve operating such heavy equipment as backhoe, excavator, hydro excavator and related equipment. Inspect new construction installation. Locate City lines as required.

**ESSENTIAL JOB FUNCTIONS:** Follow all safety rules and procedures including proper PPE procedures for work areas. In a lead capacity, oversee and perform the various duties necessary for the installation, operation and maintenance of the City’s wastewater collection systems. Supervise and train unskilled and semiskilled workers. Climb ladders to clean and inspect tanks, manholes etc. Perform additional tasks as directed.

Maintain records of materials and equipment used, work accomplished, related records and reports, and City utility maps and plans. Maintain work areas in a clean and orderly manner.

Locate City utilities for contractors and/or customers, to define the approximate location of City lines and services. Ensure work performed by non-City personnel does not interfere with or damage City system.

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.

Respond to various questions, resolve problems and provide technical assistance that arise at the work site involving work crews and the public. Be courteous in all employee and public relations.

Carry out maintenance, repair, grounds keeping, cleaning and upgrades to water/wastewater plants, roads, wells, intakes, reservoirs, watershed and all City owned buildings, properties and installations. Climb ladders and clean tanks.

This position provides on-the-ground support. After proper training, may operate various public works equipment, e.g. Dump truck, Loader, Backhoe, Vector Truck, 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.

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.

City of Tillamook employees are also expected to act as “first responders” 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:** Assist in water plant operations when needed. Ensure new construction, maintenance and repairs meet standards for compliance with City, State and Federal rules and regulations. Perform field inspection of new water lines, service lines, fire hydrants, valves, etc.

In a lead capacity, perform and direct the activities of a work crew performing a wide variety of tasks in the construction, maintenance and repair of the City, including streets, storm and sanitary/sewer, and water distribution lines.

Install, maintain and repair water mains, hydrants, water chambers, meters, services and any fittings and related equipment. City maintenance including carpentry ,roofing and plumbing duties. Clean and sanitize restrooms, and replenish supplies as necessary. Read meters. Maintain field equipment by ensuring proper service and repair within 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.

Participate in the cleaning, maintenance, inspection and repair of 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.

**JOB QUALIFICATION REQUIREMENTS:** Considerable knowledge of the materials, methods and techniques used in the construction and maintenance of City utility systems, vehicles and equipment unique to utility work projects, and, occupational hazards and safety precautions. Some knowledge of the principles of supervision. Equivalent to high school plus additional training and over four years 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:**

<b>POSESSION OF:</b>	<b>POSESSION OF <i>BOTH</i> OF THE FOLLOWING LICENSES**:</b>
CDL Class A License	Wastewater Operator Level 4
Up-to date immunization record	Wastewater Collection Level 2

<b>POSESSION OF <i>NINE</i> 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
Lab Technician Training or Certification
Locating Certification
FEMA Training

Equipment Operator/Forklift Training
Limited Maintenance Electrician's License
Mechanic Certificates/Licensing

\*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.

\*\**Specialized licensing is preferred (i.e.: both license in the same field—water OR wastewater).*

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

**DESIRABLE REQUIREMENTS:** Previous field experience within wastewater collection industry. Previous supervisory and project management experience.

**REQUIRED PHYSICAL DEMANDS:** While performing the duties of this position, the employee is frequently required to stand for long periods of time, 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. Activity and types of duties performed require manual dexterity and coordination. Meter reading requires walking long distances for up to 8-hours at a time.

**REQUIRED 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:** Provide lead supervision to seldom over three FTE. Supervisory duties will be assigned on a per-project basis. Provides 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 other supervisors outlined on the City's Organizational Chart.