

ORGANIZATION: City of Tillamook
LOCATION: Tillamook, Oregon
DEPARTMENT: Public Works
JOB TITLE: Public Works Technician

DATE: July 2020

PURPOSE OF POSITION: Perform general public works maintenance tasks to maintain the infrastructure within the City, including streets, storm and sanitary sewer lines. Operate, maintain, and repair various public works equipment.

ESSENTIAL JOB FUNCTIONS: 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, and, mixing and application of herbicides. 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, mix and apply chemicals. Dye and smoke test system to establish service connection, flow tests and any infiltration/exfiltration that may be present.

Operate various public works equipment, e.g. dump truck, loader, backhoe, VACTOR, loader, mower, jackhammer, 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 vehicles and equipment, e.g. service, tune-ups, etc.

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

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: 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.

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.

SPECIAL REQUIREMENTS/LICENSES: Possession of valid driver's license at time of appointment and must obtain a current First Aid/CPR card within one year of appointment. Must obtain Oregon Pesticide Applicators Trainee License within 90 days of appointment.

DESIRABLE REQUIREMENTS: Possession of Level I Wastewater Treatment Plant Operator and Wastewater Collection certificates and Oregon Pesticide Applicators License at time of appointment. Previous experience within the City's public works department.

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 100 pounds. Movement of materials weighing up to 25 pounds may consume up to 15% of the work period. Activity and types of duties performed require manual dexterity and coordination.

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, sewage, 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, typically by pager control. May require working on rotating shifts, weekends and holidays.

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 the Public Works Crew Chief.