

City of Banks

Job Description

PUBLIC WORKS WORKER

REPORTS TO: Public Works Supervisor	DEPARTMENT: Public Works/Parks	CLASSIFICATION: Non-Exempt	Payroll Group: 7
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JOB SUMMARY:

The Public Works Worker serves as a member the City's Public Works crew and performs a wide variety of jobs involving heavy equipment operation and maintenance for the city's Water, Parks, and Street & Roads Departments. The utility worker also responds to emergencies and helps respond to complaints, questions, or other matters.

ESSENTIAL FUNCTIONS:

1. Performs maintenance, customer service, or job assignments such as meter reading, water line repairs, water meter installation, water meter change outs, daily checks of water system, SCADA, routine water sampling per Oregon Health Authority guidelines, mowing of city parks, maintenance and repairs at city parks, and other duties as assigned;
2. Installs, maintains, and repairs water mains, hydrants, water chambers, water meters, water services, and any fittings and related equipment;
3. Operates heavy equipment such as backhoes, dump trucks, tractors, mowers or hand sprayers as well as hand tools and other instruments;
4. Performs locates of City Utilities for contractors and/or customers to define the approximate location of City's water lines and water services;
5. Responds to 24-hour calls or emergency situations such as flooding, water main breaks, Also ensures support to other public works areas or City departments;
6. The ability to determine shut off valves, and take emergency action to minimize damage to property, and restore services as soon as practical;
7. Ensures support to other public works areas or city departments;
8. Calibrates and trouble shoots water distribution, water treatment and well equipment.

ADDITIONAL WORK PERFORMED:

1. Completes continuing education on the job training assignments and helps train new or seasonal employees;
2. Will attend/participate in all required City trainings;
3. Will serve on the City Safety Committee on a rotating basis;
4. Performs other duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES:

LANGUAGE SKILLS:

1. Ability to read and comprehend instructions, correspondence and memos;
2. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

QUALIFICATIONS:

EDUCATION/EXPERIENCE:

1. Completion of high school (diploma or G.E.D.), or its equivalent. Three to five years preferred of building, craft, trade, or other public works related construction and equipment operator experience with good teamwork and communications skills.
2. Valid Oregon Driver's License.
3. Expected to have a working knowledge of heavy equipment operation including backhoes, loaders and dump trucks, concrete work, asphalt placement and patching, and water pipeline systems;

4. Experience painting, fertilizing, mowing, hedge trimming, irrigating, raking, and using leaf blowers.
5. Computer skills – Software updates, online reporting, and data entry.

WORK ENVIRONMENT:

1. Work is performed indoors and outdoors during all weather conditions during daylight hours and at night in emergencies;
2. This position is on-call on a rotating schedule and must be able report to work on time as scheduled once shift is accepted, as well as in the event of storms or other natural disasters.
3. The work is in a high-risk environment which requires special safety precautions around heavy equipment operation, possible contact with human waste and blood borne pathogens, and prolonged physical efforts in confined spaces;
4. Emergency service callout may involve floods, snow removal, or emergency repairs to streets, parks, water system and water facilities, and other locations in all weather conditions with proximity to traffic, heavy operating equipment, and other hazards.

ADDITIONAL PREFERRED QUALIFICATIONS:

1. Water Treatment Level 1 (Must obtain between 2-4 years of hire)
2. Water Distribution Level 1 & 2 (Must obtain between 2-4 years of hire)
3. Flagger Certification Card (Must obtain within 6 months of hire)
4. Cross Connection Specialist (Must obtain within 1 year of hire)
5. CDL Class A with tanks and air brakes (Must obtain within 6 months of hire)
6. Candidate may have to submit to and pass a pre-employment drug and alcohol screening at City of Banks expense.

PHYSICAL ABILITIES:

1. Ability to exchange information on the telephone or in person;
2. Sitting and standing for extended periods of time;
3. Seeing and hearing to conduct work;
4. Physical ability to perform essential functions of the job;
5. Must pass job related physical capacities evaluation at time of hire;
6. Subject to distractions, phone interruptions, and heavy customer contact;
7. Ability to work calmly and effectively with sometimes abusive and/or angry individuals.

DISCLAIMER: Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job.

The City of Banks is an Equal Opportunity Employer

JOB ANALYSIS: ESSENTIAL JOB FUNCTIONS: PUBLIC WORKS WORKER

Please refer to the background comments and resources listed on Page 3 of this document.

Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any essential functions of the job requirements.

RATING MEASUREMENT for FREQUENCY of ACTIVITY

Frequency	% of Day	Number of Times Per Hour	Minimum Per Hour
Rarely	1%	1x	6-12 min per hour
Occasionally	2-33%	Up to 20x	Up to 20 min per hour
Frequently	34-66%	21-120x	Up to 40 min per hour
Constantly	67+%	>120x	>40 min per hour

Requirement	Essential for Job	Frequency of Activity	Comments	Sustained Effort	Repetitive Effort
BODY MECHANICS/MOTION			TBD by actual	TBD by actual	TBD by actual
Lifting: 0-10 lbs. to full extension	Yes	Frequently			
Lifting: 11-25 lbs. from floor to overhead	Yes	Occasionally			
Lifting: From floor to 67" 26-50 lbs. or up to 75 lbs.	Yes	Frequently			
Lift 75-100 lbs.	Yes	Occasionally			
Lift more than 100 lbs.	No	Rarely			
Carrying 0-10 lbs. up to 50 feet	Yes	Frequently			
Carrying 11-25 lbs. up to 50 feet	Yes	Frequently			
Carrying 26-50 lbs. or up to 75 lbs. 5-20 feet	Yes	Occasionally			
Carry 75-100 lbs.	Yes	Occasionally			
Carry more than 100 lbs.	Yes	Occasionally			
Push 1 to 10 lbs.	Yes	Frequently			
Push 11 to 20 lbs.	Yes	Frequently			
Push 21 to 50 lbs.	Yes	Frequently			

Requirement	Essential for Job	Frequency of Activity	Comments	Sustained Effort	Repetitive Effort
Push 51 to 75 lbs.	Yes	Occasionally			
Push 76 to 100 lbs.	Yes	Occasionally			
Push more than 100 lbs.	No	Rarely			
Pushing up to 50 lbs. of force, up to 50 feet	Yes	Occasionally			
Pull 1 to 10 lbs.	Yes	Frequently			
Pull 11 to 20 lbs.	Yes	Frequently			
Pull 21 to 50 lbs.	Yes	Frequently			
Pull 51 to 75 lbs.	Yes	Occasionally			
Pull 76 to 100 lbs.	Yes	Occasionally			
Pulling 100 lbs. of force, up to 100 feet	No	Rarely			
Reaching above shoulder full extension	Yes	Frequently			
Reaching at or below shoulder: shoulder to ground	Yes	Frequently			
Grasp/Power grip	Yes	Constantly			
Pinch	Yes	Frequently			
Balance	Yes	Constantly			
Bend	Yes	Constantly			
Kneel	Yes	Constantly			
Crawl	Yes	Constantly			
Twist	Yes	Constantly			
Reach forward	Yes	Constantly			
Climb stairs	Yes	Occasionally			
Climbing ladder	Yes	Occasionally			
Walking/Standing	Yes	Constantly			
Sitting/Sustained	Yes	Constantly			
Operate foot controls	Yes	Constantly			
Driving	Yes	Constantly			
Use of arms	Yes	Constantly			
Use of wrists	Yes	Constantly			
Use of hands	Yes	Constantly			
Squeezing	Yes	Constantly			
Multi-limb coordination: Ability to coordinate two or more limbs while sitting, standing, or lying down	Yes	Constantly			

Requirement	Essential for Job	Frequency of Activity	Comments	Sustained Effort	Repetitive Effort
Arm-Hand Steadiness: Ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position	Yes	Frequently			
Finger Dexterity: Ability to make precisely coordinated movements of fingers of one or both hands to grasp, manipulate, or assemble objects	Yes	Constantly			
Gross Body Coordination: Ability to coordinate movement of arms, legs, and torso together when whole body is in motion	Yes	Constantly			
Stamina: Ability to exert oneself physically over long periods of time without getting winded or out of breath	Yes	Frequently			
Static Strength: Ability to exert maximum muscle force to lift, push, pull, or carry objects	Yes	Frequently			
Trunk Strength: Ability to use abdominal and lower back muscles to support part of body repeatedly or continuously over time without fatiguing	Yes	Constantly			
Explosive Strength: Ability to use short bursts of muscle force to propel oneself, or to throw an object	Yes	Frequently			

Requirement	Essential for Job	Frequency of Activity	Comments	Sustained Effort	Repetitive Effort
Rate Control: Ability to time self-movements, or movements of a piece of equipment in anticipation of changes in speed and/or direction of a moving object or scene	Yes	Constantly			
Extent Flexibility: Ability to bend, stretch, twist, or reach with body, arms, or legs	Yes	Constantly			
Gross body equilibrium: Ability to keep or regain body balance or stay upright when in an unstable position	Yes	Constantly			
Dynamic Strength: Ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue	Yes	Occasionally			
Wrist-finger speed: Ability to make fast, simple, repeated movements of the fingers, hands, and wrists	Yes	Constantly			
Dynamic Flexibility: Ability to quickly and repeatedly bend, stretch, twist, or reach out with body, arms, and/or legs	Yes	Frequently			
UPPER EXTREMITY					
Reaching behind body	Yes	Frequently			

Requirement	Essential for Job	Frequency of Activity	Comments	Sustained Effort	Repetitive Effort
Repetitive front to side arm movement	Yes	Frequently			
Awkward wrist motions	Yes	Frequently			
Impact to palm hand	Yes	Occasionally			
Keyboarding/10 key	Yes	Frequently			
Environmental factors					
Time spent outside	Yes	Frequently			
Time spent inside	Yes	Frequently			
Time spent in normal temperature	Yes	Frequently			
Time spent in heat	Yes	Frequently			
Time spent in cold	Yes	Frequently			
Time spent in wet conditions	Yes	Frequently			
Low background noise	Yes	Frequently			
Moderate background noise	Yes	Frequently			
High background noise	Yes	Occasionally			
Fumes/odors	Yes	Frequently			
Dust	Yes	Frequently			
Cramped workspace	Yes	Frequently			
Exposure to hazardous materials	Yes	Frequently			
Exposure to Blood Borne Pathogens	Yes	Occasionally			
WORK CONDITIONS					
Work extended hours	Yes	Frequently			
Travel to multiple worksites	Yes	Frequently			
PPE REQUIRED					
Ear Plugs	Yes	Constantly			
Footwear	Yes	Constantly			
Safety Glasses	Yes	Constantly			
Gloves	Yes	Frequently			
Coveralls	Yes	Frequently			
Respiratory Equipment	Yes	Frequently			
Safety Helmets	Yes	Frequently			
SURFACE					
Slippery	Yes	Frequently			

Requirement	Essential for Job	Frequency of Activity	Comments	Sustained Effort	Repetitive Effort
Uneven	Yes	Frequently			
Varying terrain	Yes	Frequently			
Cement	Yes	Frequently			
SUSTAINED VIBRATION					
Low intensity and length	Yes	Frequently			
Moderate intensity and length	Yes	Frequently			
High intensity and length	Yes	Occasionally			
Use pneumatic tools	Yes	Frequency			
SENSORY REQUIREMENTS					
Speaking	Yes	Frequently			
Regular Hearing	Yes	Constantly			
Hearing Sensitivity: Ability to detect or tell the differences between sounds that vary in pitch and loudness	Yes	Frequently			
Auditory Attention: Ability to focus on single source of sound in presence of other distracting sounds	Yes	Frequently			
Sound Localization: Ability to tell direction from which a sound originated	Yes	Frequently			
Near Vision	Yes	Constantly			
Far Vision	Yes	Constantly			
Glare Sensitivity: Ability to see objects in presence of glare or bright lighting	Yes	Frequently			
Night Vision: Ability to see under low light conditions	Yes	Occasionally			
Peripheral Vision: Ability to see objects or movement of objects to one's side	Yes	Frequently			

Requirement	Essential for Job	Frequency of Activity	Comments	Sustained Effort	Repetitive Effort
when eyes are looking ahead					
Visual Color Discrimination: Ability to match or detect differences between colors, including shades of color and brightness	Yes	Frequently			
Touch	Yes	Constantly			
Taste	Yes	Rarely			
Smell	Yes	Frequently			
Balance	Yes	Frequently			
TECHNICAL SKILLS					
Operate a motor vehicle	Yes	Frequently			
Operate heavy equipment	Yes	Frequently			
Operate hand tools	Yes	Frequently			
Operate power tools	Yes	Frequently			
Operate hydraulic equipment	Yes	Frequently			
Operate a computer	Yes	Frequently			
Use a mouse or tracking ball (may include using voice-command software instead of hands)	Yes	Frequently			
Use a copier	Yes	Occasionally			
Use a ten key or calculator	No	Rarely			
Use a fax machine	Yes	Occasionally			
Use email	Yes	Occasionally			
Use telephone (may include using a headset vs. using hands)	Yes	Frequently			
Control Precision: Ability to quickly and repeatedly adjust controls of a machine or vehicle to exact positions	Yes	Frequently			
COGNITIVE SKILLS					

Requirement	Essential for Job	Frequency of Activity	Comments	Sustained Effort	Repetitive Effort
Maintain attention and concentration for extended periods	Yes	Frequently			
Performance activities within a schedule	Yes	Constantly			
Maintain regular attendance	Yes	Constantly			
Adapt to changes in work schedule	Yes	Frequently			
Adapt to changes in work deadlines	Yes	Frequently			
Adapt to changes in work setting	Yes	Frequently			
Work independently	Yes	Frequently			
Sustain normal work routine without special supervision	Yes	Frequently			
Work in coordination with others	Yes	Constantly			
Work in proximity to others	Yes	Frequently			
Make simple work-related decisions	Yes	Constantly			
As appropriate for the job, provide direction, instruction, or respond to questions	Yes	Frequently			
Complex problem solving	Yes	Frequently			
Analyze data	Yes	Frequently			
Written Expression: Ability to communicate information and ideas in writing so others will understand	Yes	Occasionally			
Speaking: Talking to others to convey information effectively	Yes	Frequently			
Active listening	Yes	Frequently			
Independent judgement and decision-making	Yes	Frequently			

Requirement	Essential for Job	Frequency of Activity	Comments	Sustained Effort	Repetitive Effort
Flexibility/adaptability	Yes	Frequently			
Attention to detail	Yes	Frequently			
Time management	Yes	Constantly			
Remember locations	Yes	Constantly			
Remember work-like procedures	Yes	Constantly			
Understand and remember simple instructions	Yes	Constantly			
Understand and remember detailed instructions and procedures	Yes	Constantly			
Critical thinking	Yes	Frequently			
Social perceptiveness	Yes	Frequently			
Reading Comprehension: Understanding written sentences and paragraphs in work related documents	Yes	Frequently			
Reaction Time: Ability to quickly respond (with hand, finger, or foot) to a signal (sound, light, picture, body language) when it appears	Yes	Constantly			
Speech recognition: Ability to speak clearly	Yes	Frequently			
Perceptual Speed: Ability to identify and understand speech of another person	Yes	Frequently			
Response Orientation: Ability to quickly choose between two or more movements in response to two or more different signals	Yes	Frequently			
Depth Perception: Ability to judge which of several objects are closer or farther away;	Yes	Frequently			

Requirement	Essential for Job	Frequency of Activity	Comments	Sustained Effort	Repetitive Effort
judge the distance between individual and object					
Memorization: Ability to remember information such as words, numbers, pictures and procedures	Yes	Frequently			

Other job requirements:

- Make reports such as: equipment use, gasoline, mileage and work performed.
- Operate a computer for training purposes as well as report writing, record keeping, etc.
- Attend meetings and various training seminars or conferences as needed.
- Attend and provide staff support to a variety of committees and task teams.
- Respond to public inquiries.
- Ability to respond to emergencies on a 24-hour basis.

Comments:

This job analysis is written for a public works position that encompasses multiple functions, such as utilities, maintenance, heavy equipment operation, etc.