



POSITION DESCRIPTION

PUBLIC WORKS MAINTENANCE WORKER/EQUIPMENT OPERATOR/BACK UP WATER SYSTEM OPERATOR

EXEMPT: NON EXEMPT: X HOURLY: X SALARIED: CONTRACT:

GENERAL PURPOSE:

Works on crew involved in maintaining streets, parking lot, sidewalk, and construction on City property. Incumbent will be involved in preventative maintenance of streets, including asphalt and concrete work. Participates in the operation and maintenance of the street operations. May perform one or several of these duties as a long term assignment or may perform a wide variety of these duties. Uses all types of hand and power tools and construction equipment in the performance of job.

SUPERVISION RECEIVED:

Receives supervision from the Public Works Supervisor; less supervision required for routine job tasks after skills are developed.

SUPERVISION EXERCISED:

May supervise daily work performed by part-time and temporary class personnel assigned to work crew, inclusive of community service and trustee class personnel.

DATE/HOURS OF EMPLOYMENT:

Normally works weekdays during regular business hours. Position requires some after hours and weekend work. Required to assume some after hours standby call time and occasionally subject to call out for after hours emergency repairs.

Town of Fredonia - Public Works

Maintenance Worker/Equipment Operator/Back Up Water System Operator

Page 2

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs a wide variety of physical labor and maintenance work.

Performs maintenance and construction on City streets and parking lots, infrastructure, and drainage systems.

Uses various hand tools to accomplish excavation and repair of above and below ground facilities and utilities.

Operates various hand power tools and specialty equipment depending on assignments.

Performs maintenance and construction tasks on City facilities with motorized vehicles and equipment.

Organizes and executes tasks related to routine daily work orders such as clean up, construction, repair and maintenance.

Assists in various cleaning and grounds keeping functions on City property including trash pickup, weed removal and related duties.

Responds to complaints regarding problems with the streets operations including pot holes, sidewalk repairs, street repairs, etc.

PERIPHERAL DUTIES:

Provides backup assistance to various City Departments for special projects or emergency situations using basic skills related to labor/maintenance tasks.

Periodically inventories and cleans division shop areas.

Works with crew on snow and ice removal.

Sets up Work Zone traffic control and safety procedures.

Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) One to three (1-3) years of previous experience in maintenance/repair areas, preferably with some experience in repair and maintenance of streets and construction work.**
- (B) Advance training in any number of trades such as carpentry, concrete work, electrical, plumbing, and building is desirable.**
- (C) Basic education proficiency in mathematics and oral and written language skills.**

Necessary Knowledge, Skills and Abilities:

- (A) Ability to use various hand tools for field construction and general outdoor labor tasks involving maintenance and repair of grounds, streets and related facilities required.**
- (B) Skill in the operation of power tools and small equipment is required.**
- (C) Ability to operate equipment such as dump truck, water truck, and various cargo vehicles.**
- (D) Must be able to use motorized construction equipment such as loaders and backhoe for trenching and excavation purposes.**
- (E) Ability to work cooperatively as team member and understand requirements of the project.**
- (F) Considerable knowledge of the hazards and applicable safety rules and precautions involved in the everyday activities related to work with hand and power tools, equipment and vehicles in a repair and construction environment involving water, sewer, electrical, confined spaces, traffic and a variety of municipal structures and facilities.**
- (G) Must be able to learn and apply safety rules and regulations relating to work in excavation and confined space areas.**

SPECIAL REQUIREMENTS:

Must possess a valid Arizona Driver's License upon employment.

Must have the ability to obtain an Arizona Commercial Driver's License (CDL) Class B within six (6) months of notification.

Must be able to obtain a Grade II Water Distribution System certification within a year.

Town of Fredonia - Public Works

Maintenance Worker/Equipment Operator/Back Up Water System Operator

Page 4

Must have a telephone number that can be reached after hours and weekends.

May require the ability to obtain certification to dispose of weed control chemicals.

TOOLS AND EQUIPMENT USED:

Operation of various types of construction equipment including but not limited to: front loader, backhoe, tractor, bucket truck, bobcat, trencher and related equipment. Power tools and small equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

Must have normal range of hearing and good vision capabilities, excellent physical agility and range of motion for working in cramped or restricted areas. Required to be able to push, pull and lift between 60-80 pounds. Individual must be able to walk for extended periods of time over rough and varied types of terrain. Must be able to climb ladders and other structures required. Must be able to work in temperature ranges from below freezing to 100+ degrees with appropriate protective equipment. Person must be able to handle stress of working under some of the above conditions under emergency circumstances. Must be physically able to work long periods of time under adverse conditions using hand tools to excavate repair areas.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Town of Fredonia - Public Works

Maintenance Worker/Equipment Operator/Back Up Water System Operator

Page 5

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

Position requires mostly outside work all year which sometimes occurs in adverse weather conditions. Duties involve work in rough terrain under construction conditions. Work conditions include maintenance and repair on scheduled or emergency basis often in dirty, wet situations under all weather conditions and times of day. Individual will be working in excavations and areas around vehicles, traffic and other equipment.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; successful completion of pre-employment drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Department Head

Human Resources Director

Date

Date