

JOB DESCRIPTION

City of Hillsboro
An Equal Opportunity Employer

<u>Title</u>	Public Works Employee
<u>Reports To:</u>	Public Works Superintendent
<u>Employee Status:</u>	Full-time
<u>FLSA Status</u>	Non-Exempt

QUALIFICATIONS:

1. High school diploma or general education degree (GED).
2. Training and/or experience in maintenance and/or construction.
3. Valid Commercial Driver's License (CDL) with appropriate Class B endorsement (must be acquired within first year of employment).

GENERAL DESCRIPTION:

Under the general supervision of the Public Works Lead, this position performs a variety of skilled tasks in the maintenance, repair and construction of streets, water and sewer systems; forestry; vehicle maintenance; building maintenance and other activities.

- Operates a variety of heavy trucks and equipment in the repair, maintenance and construction of public works systems and utilities and the maintenance of the urban forest;
- Inspects and maintains vehicles and equipment; reports malfunctions to Public Works Lead;
- Maintains availability to respond to emergency situations during non-working hours;
- Assists with snow plowing and ice control functions;
- Performs related work as assigned.

ESSENTIAL FUNCTIONS:

When Assigned to the Street

- Maintains and repairs streets and roadways; performs asphalt and concrete maintenance. Repairs curbs and sidewalks; seals cracks and patches potholes; clears roads during hazardous weather and other conditions including winter snow and ice events and floods;
- Assists in maintaining City of Hillsboro right-of-ways including leaf and brush collection;
- Fabricates, installs, and maintains all City of Hillsboro signage, applies, and maintains pavement marking materials;
- Assists in the maintenance and repair of parking lots and parking facilities;

When Assigned to Parks and Recreation

- Maintains the urban forest which includes planting, removal, trimming, and general care of trees, and shrubs; performs mowing of City of Hillsboro property; maintains flower beds;
- Performs brush collection, prepares civic displays and assists with landscape improvements;

When Assigned to the Water and Sewer

- Maintains the supply and distribution of the water system including water main breaks, pump station, hydrants, valves, b-boxes, and elevated and ground storage tanks;
- Maintains the sanitary and storm sewer systems;
- Maintains and installs water meters and performs water shut offs and turn ons;

When Assigned to the Vehicle Maintenance

- Assists in maintaining all Public Works equipment including all vehicles, tractors, small power equipment, rollers, bobcats, trailers and other equipment;
- Assists in performing seasonal switch over equipment for leaf season, snow season, and asphalt work;
- Assists in performing preventative maintenance to all equipment on established schedules including tire rotation, oil changes, and other routine repairs;

When Assigned to the Buildings, Grounds and Street Light

- Assists in maintaining all municipal facilities including maintenance of HVAC equipment, roofs, electrical, and plumbing systems;
- Performs carpentry work as required;
- Assists in the maintenance of City of Hillsboro's street lighting including the replacement of lighting units, bulbs, control cabinets, and other associated equipment;

When Assigned to the Hillsboro Business District

- Assists in maintaining all sidewalks and streets throughout the Hillsboro Business District including the removal of trash, power washing, repair of public furniture, sweeping, and blowing of sidewalks and streets;
- Assists in coordinating special events within the City including setting up and removing signs, barricades, and other general maintenance;
- Removes garbage throughout the Hillsboro Business District;

OTHER DUTIES AND RESPONSIBILITIES:

1. On call twenty-four (24) hours a day, seven (7) days a week.
2. Maintains required licenses and/or certificates.
3. Demonstrates regular and predictable attendance.
4. Attends workshops or seminars related to duties performed.

5. Performs other duties as assigned by Lead.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: City policies and procedures; department goals and objectives; inventory control; safety practices and procedures; road construction, maintenance, and repair; general construction, maintenance, and repair; storm sewer construction; maintenance, and repair; equipment, chemicals, and other materials used in custodial services; workplace safety.

Skill in: Requires the ability to operate equipment and machinery such as heavy trucks, end loaders, aerial lifts (up to 65 feet) pavers, rollers, excavating equipment, post installers, and removers, hand and power tools, mowers, and requires the ability to maintain and repair complex equipment and machinery and answering the telephone.

Ability to: Interpret instructions furnished in written, oral, diagrammatic or schedule form. Exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective; Deal with problems involving few variables within a familiar context; Recognize unusual or threatening conditions and take appropriate action; Communicate effectively; Make demonstrated efforts to listen and understand the customer, anticipate customer needs and satisfy the customer through a timely response with information and action; Recognize safety warnings; Read individual words; Develop and maintain effective working relationships; Lift up to seventy-five (75) pounds a distance of thirty (30) yards; Perform heavy manual labor for extended period of time in often adverse conditions; Travel to and gain access to work site. Be able to sit, stand, squat, or kneel for long periods of time; Perform addition, subtraction, multiplication and divisions; and to calculate percentages and decimals; Take actions that demonstrate consideration for the needs of others and the effect of one's behavior on others; Demonstrate ongoing commitment to values of City and Public Works Department and serves as a role model to others in the organization.

Language Ability and Interpersonal Communications

- Written and verbal language sufficient to effectively understand and follow instructions, as well as provide instructions to others, in English and perform manual labor in order to perform duties in a safe and efficient manner.
- Requires the ability to process, calculate, compute, summate, and/or tabulate data and /or information. Includes the ability to perform subsequent action in relation to these computational operations.
- Requires the ability to explain demonstrate and clarify to others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data, and information such as technical operating and maintenance manuals, blueprints, procedures, guidelines, and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Superintendent and all department personnel, other City departments and agencies, residents, and the public.

PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS INHERENT IN THIS JOB DESCRIPTION:

The employee must negotiate, use, or work with or in the following:

Environmental Conditions (including but not limited to the following):

1. High of Low humidity.
2. Dust from asphalt or concrete work.
3. Dust from pollen resulting from landscape maintenance.
4. Extreme hot or cold weather when working outside
5. Loud noise and/or vibrations
6. Hazardous driving conditions.

In the Vicinity of:

1. Portable metal ladders.
2. Fixed ladders.
3. Scaffolding.
4. Vehicle-mounted elevating and rotating work platforms.
5. Compressed gases (argon).
6. Acetylene.
7. Oxygen.
8. Flammable and combustible liquids.
9. Storage and handling of liquefied petroleum gas.
10. Hazardous waste operations involving emergency response operations for release of or threats of release of hazardous substances (motor oil).
11. General requirements for use, care, and limitations of personal protective equipment.
12. Fall protection for employees system requirements to eliminate fall hazard.
13. Eye and face protection due to potential exposure to flying objects, impact, and other hazards.
14. Respiratory protection due to potential exposure to airborne contaminants.
15. Occupational head protection due to potential impact to the head from objects, electricity, and other hazards (required only when hazards are present or likely to be present).
16. Occupational foot protection due to potential impact of objects, compression, and other hazards to the feet.
17. Hand protection.
18. Permit-required and non permit-required confined spaces.
19. Machines and equipment which could accidentally become energized (lockout/tagout).
20. Medical and First Aid.
21. Portable Fire Extinguishers.
22. Handling of material and supplies (includes mechanical handling equipment, the manner in which things are stored, and housekeeping).
23. Powered industrial truck.
24. Sling.
25. General equipment for safe use of tools and guarding.
26. Woodworking equipment.
27. Abrasive wheels.
28. Hand and portable tools.
29. Guarding of portable power tools.
30. Jack stands.
31. Oxygen-fuel gas welding and cutting.
32. Arc welding and cutting.
33. Electrical wiring.
34. Installation of wiring of cables, and other equipment which transmits electricity.
35. Air contaminants.
36. Lead, including lead based paints or lead from other sources.
37. Human blood or other potentially infectious materials.

- 38. Hazardous chemicals.
- 39. Construction activities.
- 40. Fall protection – construction.
- 41. Aerial lifts.
- 42. Vehicle on construction site.
- 43. Construction-type material handling equipment.
- 44. Excavation activities.
- 45. Large crowds
- 46. Potentially violent and/or emotionally distraught persons.
- 47. Vicious Animals

PERFORMANCE EVALUATION:

Per the City of Hillsboro’s contract and/or policy manual.

This job description in no matter states or implies that these are the only duties and responsibilities to be performed by the incumbent who will be required to follow other instruction and perform any duties required by the position’s supervisor, Safety Service Director, or Mayor.

Approved by Mayor of Safety Service Director

Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this job description.

Employee’s Signature

Date