



City of Eagle Point

Job Description

Job Title: Public Works Technician

Union Status: General Unit, Non-Exempt

Department: Public Works

Personnel Status: Full-Time

General Description:

This is a skilled labor position within the Public Works Department. Employees in this job class perform basic and complex tasks in the areas of parks, streets, water, storm water, building and equipment maintenance, janitorial duties, and related duties.

Supervision:

General and specific supervision is received from the Public Works Lead Worker, Public Works Operations Supervisor, and/or the Public Works Director. The Public Works Technician will occasionally receive supervision from the Public Works Specialist. The Public Works Technician does not ordinarily supervise other employees but may be required to supervise or direct other employees on occasion as required.

Duties and Responsibilities:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform and an employee may not perform all tasks.

- Complete sometimes difficult and complex tasks in the maintenance and operations of all areas under the Public Works Department on a daily basis: Water Distribution, Streets, Parks, Storm Water, Public Works, as well as administration of vehicle maintenance and City building maintenance.
- Water Distribution system: install and repair water meters, fix water leaks, perform locates and water sample tests, maintain pumps, monitor pump stations and reservoirs (tanks), operate Supervisory Control and Data Acquisition (SCADA) system, and track material inventories.
- Street system: clean road rights-of-way, sweep streets, perform winter sanding, de-icing, and snow plowing, complete minor pavement repairs, and make visual inspections of bridges, sidewalks, and walking paths.
- Park System: mow, fertilize and irrigate parks, repair irrigation systems, make miscellaneous park and playground repairs, maintain restrooms, winterize facilities, and place landscape bark, playground chips, sand, and gravel.

- Storm System: maintain all City storm facilities, storm ditches, culverts, and detention systems.
- City Owned Facilities: maintain and clean City Hall, Public Works Shop, Museum, Harnish Visitor's Center, and other City-owned facilities as requested.
- Public Works and Administration Vehicles: perform maintenance and repairs, maintain records, and schedule vehicle/equipment inspections.
- Operates vehicles, heavy equipment, light equipment, and specialized equipment.
- Training: Complete regular training as appropriate to maintain credentials and for professional development.
- Safety: Follow all safety rules and procedures for work areas, including traffic control plans per the Manual on Uniform Traffic Control (MUTCD), and all other areas where appropriate, use personal protective equipment.
- Customer Service: Provide excellent customer service including responding to telephone calls, written requests and inquiries, meet with citizens to answer questions or resolve complaints, as well as assist the Public Works crew, City staff, and others with special events or emergencies, as needed. Provide data, technical and system knowledge for capital improvement projects, as well as suggestions for long term maintenance and operations.
- On-Call Service: Provide on-call service to the City by participating in a rotating schedule with other public works staff for holidays, weekends, and after-hours service response.
- Other: Perform other responsibilities and duties as assigned, including special projects.
- Regular attendance and ability to work assigned hours is a requirement.

Position Requirements:

Education

High School Diploma or Equivalent.

Experience

One year of related experience, preferably with a governmental agency.

Special Requirements

Passage of complete physical examination and physical capacity analysis.

Able to pass drug screen.

Possession of a valid Oregon Driver's License.

A valid Oregon Class A commercial driver's license may be required.

Possession of Oregon Drinking Water Distribution Level 1 Certification.

Work Environment:

Work outside and inside in all types of weather conditions.

Work in and around public places with public contact.

Work in muddy, dusty, wet, dry, hot, or cold conditions.

Frequently lift and/or move materials, up to 100 pounds.

Dig with a shovel and digging bar in all kinds of soil and moisture conditions.
Work on an incline for various tasks in construction sites, ditches and road slopes.
Work 3 to 4 feet, twist and lift below surface grade.
Drive a city vehicle to and from worksite, and all day when reading water meters.
Frequently raking, using a backpack blower, using a gas weed eater, operating lawnmowers both riding and push mowers, use of mechanical hand tools including saws, hammers, drills
Open and close valves with a turning or twisting motion.
Work on hands and knees and possibly while lying on one's back.
Frequently cleaning vehicles, tools and equipment using bending and twisting motion.

The job classification 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.

The City of Eagle Point is an equal opportunity employer and does not discriminate based on disability, race, marital status, gender, religion, age, or national/ethnic origin.

Drafted 01/06/2022
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