



City of Eagle Point

Job Description

Job Title: Public Works Specialist

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 related to the daily maintenance and operations of the City's water system, parks, streets, storm, vehicle/equipment maintenance, and City facility maintenance.

Supervision:

This position works under the general direction of the Public Works Lead Worker, and under the direct supervision of the Public Works Supervisor. The Specialist may direct others, as needed, and may report directly to the Public Works Director or City Administrator, in the absence of the Public Works Lead Worker and Public Works Supervisor, or for special events, projects, and emergencies.

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.

Additional Knowledge, Skills and Abilities

- Knowledge of the principles and practices, equipment and tools used in operating, maintaining, repairing, and constructing in each area of the Public Works Department: Water Distribution, Streets, Parks, Storm Water, vehicles, and City facilities.
- Ability to establish and maintain effective working relationships with crew, other staff, private contractors/developers, and the public in a courteous and professional manner.
- Ability to operate light to heavy equipment including: backhoe, vac truck, sweeper, dump trucks, power hand tools, generator, and other City-owned or rented equipment.
- Ability to perform heavy manual labor for extended periods of time and under unfavorable weather conditions.
- Ability to lift specified weights, climb ladders, with or without accommodation.
- Ability to organize and keep good records for various maintenance and operations.
- Ability to read and interpret civil engineering plans.
- Knowledge of basic computer and math skills.

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 Level II Water Distribution Operator Certificate (Oregon).

Possession of a valid Oregon Cross Connection Specialist Certification.

Possession of a valid Oregon Class A Commercial Driver's License.

Ability to operate all Public Works Department vehicles and equipment.

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 or any other protected class.

Drafted 01/06/2022

Adopted 01/11/2022