

# Tremonton City

## Job Description

Job Title:	Public Works Uncertified	
Department:	Public Works	
Location:	300 East 1200 South, Tremonton Utah	
Pay Level:	B-1	
Physical Demands: Category IV – Heavy Labor as per the Pre-Employment Evaluation Program		
<b>Employment Status</b>  Exempt <input checked="" type="checkbox"/> Non Exempt <input checked="" type="checkbox"/> Safety Sensitive <input checked="" type="checkbox"/> On Call Public Safety Independent Contractor	<b>Employment Classification</b>  <input checked="" type="checkbox"/> Full-time Part-time Part-time Recreation Temporary/Emergency Firefighter/EMT <input checked="" type="checkbox"/> Benefits Contract	<b>Required Equipment</b>  <input checked="" type="checkbox"/> City Vehicle <input checked="" type="checkbox"/> Cell Phone Pager <input checked="" type="checkbox"/> Personal Protective Equip.

### **Job Summary**

Performs tasks requiring the use of a variety of hand tools and equipment such as picks, shovels, rakes, and chain saws, cleans, maintains, and stores assigned tools and equipment, operates equipment such as backhoes, front end loaders, dump trucks, and other equipment as required by job task, and performs repair work throughout the City and new installation on City owned infrastructure.

### **Supervision**

Given:      None

Received:   Department Lead

### **Essential Duties**

- Performs a variety of entry level skilled duties related to construction, installation, maintenance, and repair of utility systems including streets, water transmission, and distribution and wastewater collection.
- Operates and cares for assigned equipment.
- Participates in work site safety procedures.
- Uses hand tools and equipment to perform repair work throughout the City.
- Duties to be assigned in individual departments on a department-by-department basis.
- Works in multiple Public Works Departments as needed.

## **Streets**

- Operates specialized heavy equipment such as single and tandem axle dump trucks, road graders, front-end loaders, backhoe, bucket trucks, and snow plows.
- Operates trucks, snowplows, and sanders in hauling, plowing, and cleaning streets.
- Performs cement work on flat surfaces, curbs, and gutters.
- Patches chuck holes, transports road materials, and maintains roadways.
- Sets up barricades, safety signs, and signal equipment.
- May perform flagging assignments to assure work zone safety.

## **Water**

- Operates backhoe and trenching equipment.
- Performs installation or repair of water service connections, water lines, and meters.
- Repairs or replaces fire hydrants and plugged water meters.
- Repairs water mains.
- Cleans and maintains storage tanks.
- Conducts water sampling.
- Reads residential and commercial water meters.
- Installs new water lines.
- Builds meter boxes and extensions to raise or lower existing boxes as needed.
- Searches out shut off valves and water line leaks.
- Assists in placement of pipe.
- Responds to complaints from public regarding water leaks, storm lines, and high water situations.

## **Sewer**

- Performs sewer collection system maintenance and repairs.
- Installs new sewer mains.
- Taps mains to make service connections.
- Repairs leaks in sewer system.
- Maintains and cleans sewer collection system main lines.
- Inspects manholes and sewer lines.
- Opens clogged sewer lines using various pipe cleaning equipment.

## **Storm Water**

- Cleans storm and sub-drains.
- Inspects, evaluates, and documents the condition of all storm and sub-drain systems.

## **Knowledge, Skills & Abilities**

### **Knowledge of:**

- Methods, materials, and equipment used in general maintenance, construction, and repair.
- Basic Occupational Safety and Health Administration (OSHA) safety standards.

**Skills in:**

- Use of tools and heavy equipment used in maintenance, repair, and construction.
- Use of basic hand tools and the operation of small power equipment.

**Ability to:**

- Perform manual tasks involving physical strength and endurance under variable and often adverse weather and environmental conditions for extended periods of time.
- Work within and on the City's sewage collection and sewage treatment system.
- Follow written and verbal instructions.
- Communicate effectively verbally and in writing.
- Represent the City with decorum in a manner which promotes public confidence in the City, its officials, and employees.
- Exhibit patience and empathy with persons holding hostile or opposing views.
- Maintain professional confidences.
- Understand and follow City ordinances and policies.

**Physical Demands**

- Frequent lifting of 25-50 pounds with occasional lifting of 100 pounds or more.
- Stand or walk most of the time with bending, twisting, or working on irregular surfaces or at heights above the ground.
- Climb ladders to access building roofs, underground vaults, and trenches.
- Work for sustained periods of time maintaining concentrated attention to detail.
- Essential functions utilize abilities in talking, hearing, and seeing.
- Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking.

**Working Conditions**

- Stressful, busy, and fast-paced.
- Extensive contact with people.
- Work is performed primarily outdoors in confined spaces with frequent exposure to cold, heat, precipitation, and dust.
- Constant exposure to excessive noise and vibration.
- Occasional exposure to hazardous working including the use of hand tools and heavy equipment.

**Education & Experience**

- A high school diploma or equivalent is required.
- One (1) year of experience involving the use of manual tools.
- Must become Level 2 Certified Operator within 18 months from date of hire.

**Special Requirements**

- A one year probationary period is a prerequisite to this position.
- Must have a valid Utah driver's license.

- Must be 21 years of age.
- Required to be on-call to respond in a reasonable time, as determined by the Public Works Director, to work situations after hours and on weekends.
- Must have a commercial drivers license (CDL) or will to acquire one at own expense within 3-months of hire date.
- Successful completion of pre-employment drug screening is required.
- Must successfully pass ongoing drug testing.
- Successful completion of pre-employment physical is required.
- Successful completion of criminal background check is required.

***The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Tremonton City is an EEO/ADA employer.***