

**CITY OF WEST WENDOVER
PUBLIC WORKS DEPARTMENT
PUBLIC WORKS TECHNICIAN 1**

POSITION DESCRIPTION

Under general supervision of the Public Works Director and/or Supervisor, completes assignments as given, and other duties which may be assigned as needed.

CHAIN OF COMMAND

The Public Works Technician 1 shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by resolution of the City Council.

DISTINGUISHING CHARACTERISTICS

Performs physical labor including landscaping weed and pest control, repairing streets and sidewalks.

ESSENTIAL FUNCTIONS

- As assigned: framing, roofing, painting, bricklaying, installing and repairing water, sewer and storm drainage pipes, cement work, repairing storm drainage canals, street sweeping, street marking, etc.
- Maintains and services City owned facilities, vehicles and equipment.
- Assists in other Public Works projects as needed.
- May be required to be on call as needed.
- May be required to work in extreme working environments i.e. heat, cold and wet environments.
- Perform a full range of duties as assigned.
- Be aware of safety measures and needed repairs and maintenance; report same to Supervisor
- Answer questions and provide information to the public within established guidelines.
- Follow operating schedules and procedures to meet changing conditions and to ensure safe, effective, efficient and compliant operation.
- Perform routine preventative maintenance on equipment as assigned.

QUALIFICATIONS

Education/Experience/Training. Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Completion of a high school education or equivalent.

Experience performing general labor duties.

- Ability to handle heavy physical labor.
- Ability to adapt to varying work assignments.
- Ability to lift heavy items.
- 1-year experience in a public works environment or related field preferred.

Knowledge/Skill. Methods, materials, tools, equipment, practices, and procedures used in public works environment, including but not limited to equipment repair and maintenance; Principles, workings, and parts of machinery or equipment which might be used in everyday activities;
Hazards and safety precautions used in maintenance and repair activities.

- Operate motorized vehicles;
- Operate power and hand tools and equipment for use in everyday activities;
- Maintain effective preventive maintenance programs, policies, and procedures;
- Maintain accurate and timely record keeping procedures as needed;
- Read, understand, and apply technical manuals as needed;
- Complete assigned projects independently and in a timely manner;
- Work independently in the absence of supervision if necessary;
- Communicate effectively orally and in writing;
- Establish and maintain effective working relationships with employees, supervisors, vendors, and the public; and
- Use a personal computer, telephone, and mobile or portable radio as needed.

Special Requirements And Licensing. Must possess at a minimum a valid Class C Nevada (Utah, if residing in Utah) Driver's License or an equivalent from another state. If using an equivalent, must be able to obtain at a minimum a Nevada (or Utah, if residing in Utah) Class C license within 30 days as a condition of employment.

Must be a U.S. citizen, or have the legal right to work in the United States.

Background Investigation: Due to the nature of this position, a background investigation may be conducted by the City as required, in order to establish suitability for employment.

WORKING CONDITIONS

Work is performed under the following conditions. Most of the work is performed outside. Frequent exposure to outside conditions such as extremes of hot and cold, wet and/or humid conditions, dust, grease, fumes, and toxic or caustic chemicals. Incumbents frequently work near moving mechanical parts and are exposed to working near or around loud machinery noises. Exposure to petroleum product vapors as well as skin contact with petroleum products may be possible. Occasionally assigned to work independently in isolated geographic areas.

PHYSICAL DEMANDS

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, stamina, and agility to frequently sit, lie on back, and perform public works related tasks; to be in awkward positions for periods of time; to stoop, squat, bend, kneel, crouch, crawl, climb, or balance. Strength and stamina to carry, lift, loosen, push, and pull various mechanical parts and equipment, and use hands to finger, handle, reach, tighten, feel or operate objects, hand and power tools, or controls. Frequent lifting and/or moving of objects 50-100 pounds.

Dexterity and coordination to handle files if necessary and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. The ability to communicate via telephone or radio. Ability to tailor work hours to needs of department. Smoke-free working environment. Frequent interruptions to planned work activities may occur; special needs from department heads, co-workers or public.

CONTROLS OVER THE POSITION

The Public Works Technician I shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by resolution of the City Council.

Performance And Evaluation: The employee will be evaluated on quantity and quality of work and the manner in which personal characteristics are brought to bear on that work. Performance evaluations will be performed as specified by City Policy.

Testing: A basic skills test may be conducted as part of the interview process and may include: Basic computer operation including typing and program usage such as word processing and spreadsheet programs, 10-key usage as well as basic accounting knowledge and application.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Note: This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

FLSA Status: Non Exempt

“The City of West Wendover is an Equal Opportunity Provider”