



Public Works Operator-in-Training

Class Summary/Primary Function

The principal function of an employee in this class is to work effectively with others to perform a variety of Public Works operations and maintenance duties, some of which may require acquired skills, physical abilities, and manual dexterity. This is an entry-level position as the individual gains experience and training to meet the qualifications and expectations of a Public Works Operator. The work is performed under the direction of the Public Works Supervisor but some latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a shop and outdoor environment that may involve inclement weather and potential personal hazards.

Essential Duties and Responsibilities (Duties will vary depending on assignment and therefore the following list is illustrative only)

- Complying with federal and state requirements concerning water and waste water discharge, water quality and industrial pretreatment, street and road construction and maintenance, and solid waste disposal.
- Assisting in checking wells and pumps, booster pumps, tank levels and buildings; logging onto Scada systems; locating, servicing and replacing water lines; calling Digline to locate gas, phone and power lines before digging; fixing broken water mains; replacing service lines from street to meter pit; backfilling and sodding; taking samples and conducting laboratory analyses; delivering water shut-off notices and shutting off water when necessary; reading water meters for restaurants and business;
- Assistant in cleaning storm drains and water valves; exercising water valves; standardizing instruments, pumps, valves, meters and other apparatus; observing condition of raw and finished water and making appropriate adjustments of chemical feed to maintain compliance with regulatory standards; and making daily inspection of mechanical and electrical operating conditions of equipment and recording findings, maintaining necessary records and preparing required reports.
- Assisting in taking samples and conducting laboratory analyses; updating logs of plant and system operations; finding, repairing and troubleshooting treatment facility problems; ensuring proper sludge disposal; maintaining necessary records and preparing required reports.
- Assisting in patching streets and roads; implementing weed abatement; maintaining public right of ways; removing residential trash; repairing and replacing street signs; cleaning storm drains and water valves; sweeping streets and sidewalks; exercising water valves; sweeping streets and intersections; maintaining equipment and vehicles.
- Sorting garbage; burying and compacting waste; grading and watering roads; maintaining landfill and perimeter; repairing facilities, welding and fabricating, and directing customers to appropriate dump sites.
- Performing general maintenance, recording actions taken, and reporting considerations to Public Works Supervisor.
- Operating a variety of vehicles and heavy equipment, including but not limited to, tractor mowers, dump trucks, front end loaders and attachments, sweepers, pavers, backhoes, water tankers, snow removal vehicles, street marking equipment, graders, and related equipment;
- Operating a variety of hand tools and power equipment including but not limited to jackhammers, electrical testing equipment, metal detector, welder, hand held meter data collection device as needed;
- Performing installation and repair work including digging and backfilling trenches; installing and repairing pipelines, including cutting, tapping, threading, and making
- Removing snow from streets, sidewalks, parking lots and other public areas.
- Responding promptly to public and organizational needs.
- Developing and maintaining positive working relationships with supervisor, co-workers, subordinates, the general public, and other individuals or groups encountered through this position.
- Performing all duties with regard for personal safety and that of other employees and the public.

- Providing assistance and expertise to other City departments, agencies, and staff.
- Performing all work duties and activities in accordance with City and Department policies, procedures and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Classification Requirements:

Knowledge of:

- (Depending on assignment) Methods, procedures, equipment, standard practices, and objectives and standards of: water production and delivery and storm water and wastewater collection processes; street construction, maintenance and repair; and/or solid waste and refuse collection and disposal;
- Federal (OSHA) and state regulations and City policies regarding safety training and safe work practices;
- Basic supervisory methods.

Ability to:

- Operate and maintain water, wastewater, street construction and/or solid waste systems;
- Adhere to City, State and federal safety requirements and regulations.
- Communicate effectively both orally and in writing with supervisor, co-workers, city officials, city employees, and the public.
- Exercise sound judgment and generate workable solutions in problem situations.
- Produce and maintain accurate and legible reports and documents.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with supervisors, co-workers, and the public under sometimes stressful conditions.
- Analyze and appropriately solve problems and resolve conflicts.
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties.
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Minimum Acceptable Experience and Training

- High School diploma is required;
- Valid Idaho Class A CDL; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Essential Physical Abilities

An employee in this class should have sufficient physical and mental capability, with or without reasonable accommodation to:

- Listen and respond to voice instructions; to communicate effectively in person, on the telephone and in a field environment; to discern and give verbal instructions;
- View and review a wide variety of written and electronic materials, to operate computer and related office equipment; to review construction plans and blueprints; to observe and analyze water, wastewater, solid waste, and streets systems and operations; and to operate power and hand tools, and heavy or light equipment;
- Operate power and hand tools, and heavy and light equipment;
- Perform essential job functions in shop or field setting that may require lifting/moving 50 lbs., bending, stooping, kneeling, climbing, stretching and other physical exertions including performing tasks involving

hand/wrist/arm movements, all in inclement weather conditions and with exposure to personal hazards.