FLSA: Non-Exempt*

Public Works Operator II

SUMMARY

Under general supervision, independently performs a variety of skilled duties in the construction, maintenance, repair, and operation of Town public works infrastructure, including streets, traffic control devices and structures, storm drainage systems, and sanitary sewer systems. Operates a variety of vehicles, tools, and equipment; performs inspections and preventative and corrective maintenance; responds to routine and emergency service needs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned supervisory/management staff. No supervision of staff exercised.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of Town infrastructure and related facilities.
- Provides for the maintenance and repair of Town streets and roadways, including loading and unloading asphalt; transporting necessary materials, tools, and equipment; digging trenches by hand; shoveling and spreading asphalt; patching, painting and striping, and repairing streets by filling in potholes; digging out and patching damaged pavement; and finishing concrete as required.
- Provides installation, maintenance, and repair of traffic signs, including installing sign posts and signs in accordance with Town, State, and Federal codes.
- Performs a variety of weed abatement duties to eliminate hazards to vehicles and pedestrians; trims trees and bushes to clear traffic signs and roadways; removes debris and other hazards from street, roadways, and sidewalks.
- Performs a variety of duties in the maintenance of drainage structures to ensure efficient drainage, including inspecting structures, cleaning drains and gutters, and reporting any needs for repair or reconstruction.
- Installs street barricades and cones to ensure safe conditions for the public and Town workers.
- Maintains wastewater lines and pump stations to ensure continuous flow of Town wastes.
- Cleans sanitary wastewater lines in the collection system by means of hydro cleaning and rodding.
- Provides maintenance and repair of wastewater mains and laterals.
- Installs and maintains wastewater manholes and makes minor repairs as directed.
- Inspects wastewater lines, pump stations, and manholes to ensure compliance with established codes.
- Maintains the Town's wastewater collection system in a safe and sanitary manner to ensure

safe conditions for the Town, including repairing broken wastewater mains and parts, and hydro-cleaning to ensure clean and open distribution.
- Inspects, rebuilds, and services pumps, check valves, and floats as necessary.
- Transports contaminated soils and raw sewage to designated areas for proper disposal.
- Performs asphalt and concrete repair and patchwork; removes trees, brush, and debris from right-of-ways to access sewer main lines and laterals.
- Installs and maintains different metering devices throughout the Town's infrastructure to monitor wastewater flows; downloads necessary information onto a computer
- Paints buildings, benches, picnic tables, and other structures.
- Removes graffiti from walls, signs, sidewalks, and streets; maintains bus shelters, trims and/or removes trees, weeds, and trash; may be assigned to apply herbicides and pesticides.
- Removes illegally dumped items and hazardous materials within the Town.
- Completes tire manifests, daily reports, and other record keeping.
- Operates compacting trash truck, trailers, and other vehicles used in collection of solid waste, tires, and other items.
- Attend various meetings including employee safety meetings, training sessions, and others, as assigned.
- Attends public outreach events as needed and educates the public with regard to Town services.
- Updates and maintains computer records.
- Maintains confidentiality of work-related issues and Town information
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Operates and maintains light, medium, and heavy-duty equipment and trucks appropriate to the functional area of assignment.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Orders supplies and materials as needed and as directed.
- Installs street barricades and cones and controls traffic around work sites to ensure safe conditions for the general public and Town workers.
- Responds to after-hours emergencies.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the journey-level class in the Public Works Operator series that performs the full range of duties required to ensure that Town infrastructure, systems, and facilities to which assigned are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from the Public Works Senior Operator in that the latter is responsible for technical and functional direction over and may provide training to lower-level Public Works Operators and is capable of performing the most complex duties assigned to the division.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and three (3) years of experience in construction, maintenance, or repair of streets and traffic, underground utilities, general construction, landscapes, or buildings and facilities maintenance, or solid waste and illegal dump

site abatement principles OR two (2) years of experience equivalent to Maintenance Worker I or Public Works Operator I at the Town of Apple Valley.

LICENSE AND CERTIFICATION REQUIREMENTS
Valid California class C driver's license with satisfactory driving record and automobile insurance and required to obtain a valid California class B driver's license, International Municipal Signal Association (IMSA) Temporary Traffic Control Technician and California Water Environment Association (CWEA) Grade 1 Wastewater Collections Operator within twelve months of hire with the Town.

Knowledge of:

- Basic maintenance principles, practices, tools, and materials for maintaining and repairing streets, including traffic signs, street marking, and asphalt and concrete repair; storm and sanitary wastewater collection systems, including gravity and pressurized wastewater lines, manholes, wastewater cleanouts, and pump systems; and parks, including landscape construction, street tree maintenance, irrigation, playgrounds, athletic and sports fields, and other related facilities and properties.
- The operation and minor maintenance of a variety of light, medium, and heavy construction and related equipment, Town vehicles, hand and power tools, and power equipment.
- Basic traffic control procedures and traffic sign regulations.
- Shop arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to the public and Town staff, in person and over the telephone.

Ability to:

- Perform basic construction, modification, maintenance, and repair work on streets, wastewater collection systems, facilities, and equipment, parks, landscapes, and athletic fields, such as found in the Town.
- Operate specialized street maintenance and repair equipment and wastewater cleaning equipment.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blueprints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy,

procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Participates in after-hours emergency response, on-call and callback assignments.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*