

Town of Falkville

Public Works Operator Public Works

UT/4

JOB SUMMARY

This position assists in the operation, maintenance and repair of the town water and wastewater systems and in the repair and maintenance of town streets and other infrastructure.

MAJOR DUTIES

- Inspects and maintains lift stations.
- Installs and repairs water and sewer lines; locates and repairs leaks.
- Reads water meters.
- Collects water samples to test chlorine levels; delivers water samples for testing.
- Maintains pumps and generators.
- Replaces and installs water meters.
- Installs water and sewer taps.
- Repairs grinder pumps.
- Maintains town buildings and facilities.
- Maintains and repairs town streets, sidewalks, and storm drains.
- Installs and maintains landscaping; cuts grass on all town-owned property.
- Applies mosquito control pesticides.
- Maintains equipment; conducts pre- and post-trip inspections.
- Ensures compliance with work safety principles and rules, including those associated with confined space entry.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of department safety policies and procedures.

- Knowledge of sewer collection and water distribution maintenance and repair principles.
- Knowledge of electrical and mechanical systems installation, repair and maintenance.
- Knowledge of safety regulations.
- Knowledge of town streets and roads.
- Knowledge of street maintenance and repair principles.
- Knowledge of grounds maintenance principles.
- Knowledge of equipment operation guidelines.
- Skill in the operation of assigned vehicles and equipment.
- Skill in problem solving.
- Skill in reading water meters.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Utilities Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include town and department policies and procedures, the National Electrical Code, and ADEM regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Inclement weather and field conditions contribute to the complexity of the position.
- The purpose of this position is to participate in the maintenance and repair of town buildings, grounds, streets, and utility systems. Successful performance contributes to the efficient and effective resolution of problems and the delivery of efficient services to citizens and customers.

CONTACTS

- Contacts are typically with coworkers, other department personnel, contractors, vendors, property owners, and the general public.

- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, bending, crouching or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position may have functional supervision over assigned trustee laborers.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.