

PUBLIC WORKS SPECIALIST II

General Statement of Duties

Performs a variety of responsible semi-skilled and occasionally skilled maintenance, repair and construction work on streets, buildings, grounds, and storm water management system. Work also includes solid waste collection for the Town.

(Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. Work may vary among employees assigned to this class based on particular experience and skills. This description is intended to be illustrative of the general duties of the class and is not all encompassing of all duties performed by all employees.)

Distinguishing Features of the Class

An employee in this class performs a variety of semi-skilled and occasionally skilled tasks in the construction, maintenance, operation, and repair of streets, sidewalks, drainage systems, buildings, grounds, and other facilities. Work also includes collecting yard waste, appliances, and furniture and helping with the maintenance of equipment and vehicles for the Town. Work involves operating a variety of hand and power tools and light, medium and heavy duty equipment to build, repair and replace streets and other infrastructure. Employees are subject working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work may also subject the employee to the final standards of OSHA on blood borne pathogens. Employees may be subject to on-call and callback work. Work is performed under the regular supervision of the Public Works Crew Leader and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

Duties and Responsibilities

Essential Duties and Tasks

- * Operates construction equipment such as dump trucks, loaders, tampers, trenchers, air compression driven equipment, and other related light and medium equipment; performs preventive maintenance and minor repairs to equipment.
- * Operates street sweeper, knuckleboom loader, leaf collector, excavator, and backhoe.
- * Participates in asphalt and concrete repair to streets, sidewalks, curb and gutter and other street facilities; fabricates and erects street signs.
- * Repairs, maintains and cleans storm sewers and catch basins.
- * Participates in collection of appliances, furniture and yard waste; collects leaves; operates chipping equipment.
- * Participates in mowing, trimming, mulching, pruning, planting, fertilizing, irrigating, pest control, and other landscape maintenance tasks.
- * Makes minor plumbing, electrical, HVAC and carpentry repairs.
- * Works on construction projects, cleans buildings, paints, replaces light bulbs, arranges

- furniture, and performs other building and facility maintenance and repair tasks.
- * Participates in storm clean up, removal of debris, and repair of facilities.
 - * Assists other departments with various tasks.
 - * Assists with maintaining and repairing equipment and vehicles; performs preventative maintenance and makes minor repairs as needed.
 - * Performs checks on tools, equipment and vehicles to ensure they are operationally ready.
 - * Maintains written and/or electronic records of work activities.
 - * Performs related tasks as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Working knowledge of tools, materials and equipment used in public works construction and maintenance work.

Working knowledge of the occupational hazards and safety precautions of the work.

Working knowledge of municipal maintenance and construction practices.

Working knowledge of traffic laws, ordinances and regulations pertaining to operations of motorized equipment.

Ability to understand oral and written instructions.

Ability to establish and maintain effective working relationships with citizens, supervisors, and other employees.

Ability to operate light to heavy duty equipment with skill and safety.

Ability to prepare written and/or electronic records of work activities.

Ability to perform all the duties of a Public Works Specialist I.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.

Must possess the visual acuity to operate mobile equipment in a safe manner.

Desirable Education and Experience

Have a high school diploma or GED and a minimum of two years' experience equivalent to the position of Public Works Specialist I; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina Class "B" Commercial Driver's License (CDL)

Complete CPR training within 6 months.

Work Zone Flagger Certification within 9 months