

Town of Pine Bluffs

JOB TITLE: UTILITIES/PUBLIC WORKS CREW MEMBER

CLASSIFICATION NON EXEMPT POSITION

DEPARTMENT: Utilities/Public Works

SUMMARY: Under direct supervision, assists in the daily operation and maintenance of all public utilities and facilities; and performs related duties as assigned. Reports to the Utilities/Public Works Director.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES: (which are **not** in any hierarchical order)

1. Performs daily routine preventive maintenance and servicing (e.g., refuels, checks fluid levels, hoses, signal operation, brakes, and lights) and refers major repairs.
2. Follows safety practices when working; supports and actively participates in the City's safety programs.
3. Responds to inquiries, requests and complaints in an appropriate manner
4. Assists and is cross trained to perform the duties of the Solid Waste Equipment Operator position as needed and or assigned.
5. Operates large machinery and equipment.
6. Evaluates rolling stock and equipment to provide an evaluation of replacement and/or upgrade requirements to the Utilities/Public Works Director for budgetary purposes.
7. Assists in the maintenance of buildings, parks, right-of-ways, utilities operations as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of local, state and federal laws concerning recreational activities and pool safety.
- Knowledge of Town Charter, codes, ordinances, rules and regulations.
- Knowledge of operation of a variety of sanitation and heavy equipment and vehicles including commercial or residential packers and cranes.
- Knowledge of health and safety regulations related to department operations.
- Knowledge of City maps, routes and geography.
- Knowledge of customer service practices.
- Skill in performing heavy manual tasks for extended periods of time in all weather extremes.
- Skill in following oral and written directions.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Knowledge of basic preventive maintenance on assigned equipment.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and /or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE: A High School Diploma or GED and one (1) year related work experience. Possession of a valid Commercial driver's license, Class B and a clean driving record. Possess a Level I Water and Level I Waste Water or be able to attain within 12 months of hire. Must also possess a Level II in Collection and Distribution or able to attain within 24 months of hire. Applicant must also obtain a State

of Wyoming Journeyman Certificate within 12 months of hire. Applicants must be able to pass a background check successfully and have appropriate State Certifications if required

LANGUAGE SKILLS: The applicant must have the ability to prepare and maintain required records of operation and excel in oral and written communications.

REASONING ABILITY: The applicant must have the ability to develop and maintain good public relations with civic groups, and ability to deal effectively with senior citizens, individuals, and groups. The employee must be able to communicate both orally and in writing.

WORK ENVIRONMENT/ADA: Work involves light to strenuous activity. Work involves long hours of manual labor with exposure to loud noises, chemicals, toxic fumes, air and waterborne pathogens, mechanical equipment and weather. There is frequent need to stand, stoop, walk, sit, climb in high areas, lift heavy objects (up to 100 pounds) and perform similar other actions during the course of the workday. The Town of Pine Bluffs promotes a drug/alcohol-free work environment through the use of mandatory pre-employment, random and/or reasonable suspicion drug testing. While performing the duties of this job, the employee may be required work in noisy conditions, heat, humidity, bright sunlight. This position will also require the use of Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record.

Lifting: 25-100 Pounds
Environment: Outside in various weather conditions
Hearing: Low to noisy conditions

*Class Descriptions are not intended to be restrictive. The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the authority of a Department Head to assign other duties which are similar and related to work.