

<b>Job Title:</b> DPW Equipment Operator I	<input checked="" type="checkbox"/> <b>Non-Exempt</b> <input type="checkbox"/> <b>Exempt</b>
<b>Reports To:</b> Director of Public Works	<b>Date Updated:</b> July 2017

**Position Summary**

A Public Works employee performs a variety of semi-skilled and unskilled manual work associated with the maintenance, repair and construction of DPW assets. Although road maintenance is the most common type of work performed, employees in this position also work in park and facility maintenance and in other related areas all requiring positive public relations skills.

**Primary Job Responsibilities: To be successful in this position, the following tasks/objectives must be accomplished within specified timelines.**

- 1. Assists in repairs and maintenance of the town's streets, right-of-way's, storm sewer system, and walkways.**
  - a. Street Repairs: pothole patching, crack sealing operations, sealcoat operations, flagging and traffic control, median maintenance, including weed removal and surface repair, and street sweeping.
  - b. Right-of-way and Sidewalks: Sod replacement, black dirt and seed placement, tree trimming and removal, concrete sidewalk removal and repair.
  - c. Maintain traffic markings, in erecting and repairing signage, in painting lines and curbs, etc.
  - d. Sets-up a work zone with appropriate signs and cones that is compliant with required safety guidelines; may work as a Flagger during road maintenance activities.
  - e. Storm Sewer System: Clean and repair catch basins, manholes and other structures.
  - f. Snow Removal: Plows and removes snow using vehicles and equipment; sands, salts and chemically treats roadways, parking lots and sidewalks.
- 2. Help with care and upkeep of equipment.**
  - a. Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
  - b. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- 3. Provide maintenance for the Town's facilities.**
  - a. Mow grass, prune trees and hedges, and plant flowers and trees as required.
  - b. Maintain park facilities including building tables and docks.
  - c. Paint and maintain Town Hall.
- 4. Make every effort to have positive interactions with the Public.**
  - a. Answer questions politely and refer issues to the Director if not able to resolve quickly.
  - b. Use patience, tact, diplomacy, and courtesy in dealing with the public.
  - c. Maintain effective working relationships with those contacted in the course of work, including Town and other government officials, community groups, and the general public.
- 5. May be assigned additional tasks associated with DPW work.**

**Requirements (Education/Training/Experience)**

- High school degree or GED plus 1 year related experience in road and equipment maintenance preferred.
- Must have and maintain a valid CDL driver's license or willingness and ability to obtain CDL within 3 months.

- Basic knowledge of hand tools, power tools and maintenance equipment.
- Able to be trained in the safe operation of heavy and light vehicles.
- Required to respond to emergencies after regular working hours and on weekends, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

**Competencies** - To perform the job successfully, an individual should demonstrate the following competencies:

- **Public Service** - Manages difficult or emotional situations with the public; Solicits feedback to improve service; Responds promptly (within 3 days) to requests for service and assistance; Meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and willing to try new things.
- **Oral Communication** - Speaks clearly; Listens and gets clarification; Responds well to questions.
- **Written Communication** - Able to read, understand and follow written instructions including safety guidelines.
- **Municipal Support** - Follows policies and procedures; Completes tasks as instructed and on time; Supports the Town's goals and values.
- **Teamwork** - Able to work independently and cooperatively as a crew member; contributes to building a positive team spirit; supports everyone's efforts to succeed. Treats others with respect and consideration.

### **Working Conditions & Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Some exposure to hazardous chemicals.
- Frequent moderate to strenuous physical effort required to perform duties ..
- Regularly required to push/pull/lift objects weighing up to 100 pounds.
- Regularly required to stoop, kneel, crawl, crouch, turn and twist.
- Have manual dexterity and strength to operate objects, tools, or controls and reach with hands and arm on a regular basis; occasionally required to sit, talk and hear.
- Specific vision abilities required by this job include distance as well as close vision and the ability to focus.

### **Disclaimer**

The above Job Description is intended to describe the general nature and level of the work being performed by people assigned to this role and is not an exhaustive list of all duties and responsibilities. The Town of St. Albans reserves the right to amend and change responsibilities to meet the Town's needs as necessary.