

CITY of AZTEC JOB DESCRIPTION

Job Title:	Public Works Tech I
Department:	Public Works
Shift:	Regular, 40 hours per week Mon-Thurs 4-10 work schedule - On-call required. Must be able to respond to call out within 30 minutes.
Pay Plan:	Level 11.2 @ \$20.71/HR
Exempt:	No
Reports To:	Public Works Director
General Direction From:	Public Works Superintendent / Public Works Supervisor
Position Closes:	OPEN UNTIL FILLED

PURPOSE & NATURE OF JOB

The City of Aztec's mission is to enhance the quality of life of its citizens, to promote economic opportunity, and to carry out the responsibility to protect and improve the assets of the city. This position aids in achieving this mission by performing routine street maintenance, water and wastewater system installation and maintenance, emergency repairs to the sewer and water systems and streets, installation of traffic signs and pavement markings, street sweeping, and other construction tasks related to the maintenance of the city infrastructure. The position involves performing a wide variety of semi-skilled and skilled manual tasks.

ESSENTIAL DUTIES

- Cleans, repairs, and maintains roads, bridges, medians, right of ways, alleys, curbs, gutters, sidewalks, and other public areas within the City.
- Performs routine and repetitive physically strenuous tasks such as hand working asphalt and concrete as it is placed; loading and unloading trucks; laying pipe and repairing manholes; patching potholes and overlaying of streets; removing and replacing concrete to include form setting and finishing; reading grades and setting grade stakes; assisting in surveying. Installing and maintaining storm water, water and sewer systems throughout the city. Performs sandblasting of graffiti, trees and weed control, cleaning trash and debris from streets and alleyways.
- Sets traffic control including safety devices, signs, and barricades; ensures safety of public and work crew.
- Operates, repairs, and maintains vehicles and various equipment and tools such as tractors, mowers, heavy trenchers, bucket trucks, augers, maintainers, jackhammers, skill saws; drills; bolt cutters; pothole patchers, rollers, dump trucks, 1 ton to 5-ton vehicles, etc.
- Operates heavy equipment, including loaders, backhoes, vac truck, dump trucks, excavators, etc.
- Performs a full range of general construction, maintenance and cleaning duties related to the City's wastewater collection and water distribution systems; cleans and sanitizes

The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employee. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

water distribution systems, cleans and jets sewer mains and laterals; operates a high pressure jetter, to remove debris from inside pipes and culverts; vacuums debris from lift stations, manholes, and related structures; cleans storm drains using high pressure water sprayer and vacuum; repairs sanitary sewers involving gravity mainline and force mains and sewer laterals; removes roots from sewer lines; repairs infiltration sealing and grouting; installs and maintains manholes; raises manhole to proper grade; operates hydrovac equipment; removes weeds and debris from pump stations, easements, grounds, and outfall lines; maintains and installs water distribution infrastructure as required and assigned.

- Operates closed circuit televising system; performs camera inspections of underground sewer lines, storm drains, and sewer laterals; identifies any signs of blockage/debris that may interrupt flow of the sanitary sewer or storm drains; identifies major problems with pipes including cracks, damage, holes, and collapsed pipe; tests sewer systems for faulty connections or leaks as well as for illegal connections.
- Conducts daily inspections and preventative maintenance measures of vehicles, equipment, and tools such as washing, checking safe and proper operation, and servicing.
- Perform snow removal and street sanding during inclement winter weather.
- Performs work in confined spaces; performs necessary precautions prior to entering confined spaces with potential hazardous atmospheres; use air quality monitors and ventilators.
- Identifies and informs supervisor and Director of potential hazards, liability exposures, problem areas, inquiries of the general public, and the status of work activities.
- Serves in emergency standby capacity; provides customer service and performs all aspects of collection system maintenance and repair during afterhours periods including holidays and weekends.
- Provides courteous customer service; responds to questions and inquiries from the general public; responds to customer problems or complaints.
- Maintains records of basic operations, maintenance and work performed; calculates quantities of materials and supplies used; maintains records related to the time and cost of jobs and man hours; inputs work activities into asset management program.
- Performs other duties as required.

RESPONSIBILITIES

Supervision:	None
Public Contact:	Some recurring routine contacts with the public and/or workers in other departments. Ability to answer public questions on the type of work being performed.
Budget:	N/a
Other:	<ul style="list-style-type: none"> • The work is generally controlled by practices and procedures which are covered by policy; work is generally performed without direct supervision and is reviewed regularly by the supervisor. • Requires judgment in selecting variations in sequence of work tasks, operations or procedures. • Ability to understand and follow oral and written directives. • Ability to establish and maintain effective and cordial working

The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employee. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

relations with other employees in a team environment and the public.

- Mechanical aptitude and skill in the use of hand and power tools and machinery required.

GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid Class B CDL driver's license.
- May be subject to random drug/alcohol testing as per city policy.
- Must possess basic computer skills and have the ability to write reports.

Education:

- High School diploma or GED equivalent AND

Experience:

- One year of general maintenance or construction experience with knowledge and experience with using hand and power tools.

Knowledge:

- Requires working level knowledge, skills, and abilities related to a broad range of construction labor work and functions including asphalt street and concrete sidewalk repair and construction, water and sewer line repair and construction, and vector control.
- Operational and maintenance knowledge of construction equipment and tools used in work activities.
- Proper procedures used in the maintenance and repair of hand and power tools.
- Basic mathematical principles.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety practices including those associated with working with sewer systems and in confined spaces.
- Knowledge and 6 months experience with installation of concrete curb and gutter, sidewalk, valley gutter and general concrete flat work preferred. Knowledge of asphalt street repair and construction preferred. Principles and practices of customer service.

Certificates/Licenses:

- Level One Water Distribution and Level One Collection Certificate within 24 months of hire
- Class B CDL Required
- Level One WasteWater Collection Systems Certificate within 24 mos of hire.
- Certification as Traffic Control Technician within 12 months of hire

The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employee. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Recertification:**
- Public Pesticide Applicator License for weed control within 24 mos. of hire
 - Recertification for CDL
 - Level One Water Distribution and Collection
 - Level One WasteWater Collection
 - Traffic Control Technician as required
 - Public Pesticide as required

Use of Tools and/or Equipment: Use of pickup truck, dump truck, snow plow, vac truck, street sweeper, post hole digger, post driver, air hammer, air compressor, jack hammer, soil compactor, roller, vibrating skid plate compactor, jumping jack compactor, vibrating steel roller, routers, cut-off saw, pipe cutters, welder, sand blaster, weed eaters, asphalt lay down machine, brooms, rakes, shovels, hand tools and power tools, pitch forks and pruners.

WORK ENVIRONMENT

- Physical Demands:**
- Effort is prolonged and frequent. Strain may be extended in duration. Effort involves heavy lifting (up to 100 lbs), pushing, pulling with excessive crouching, stooping or lying in prone positions in small areas. Work effort could be prolonged and frequent and may be extended in duration. Could involve intense strain on sight and hearing. High manual dexterity is required.
 - While performing the essential functions of this job, the employee is regularly required to talk, hear, smell, feel, reach, grab and touch. The ability to swim is needed.
 - May be required to work inclement weather conditions ranging from cold winter days below freezing to hot summer days with temperatures above 100 degrees Fahrenheit.
- Hazards:**
- The employee will be operating service equipment on City streets.
 - Regular and frequent travel in a city vehicle within the City will be required.
 - Daily exposure to hazardous work conditions. Prolonged and frequent exposure to dust, grease, extreme temperatures, or severe outdoor weather conditions. Recurring conditions which involve the chance of injury include working in traffic conditions on city streets.
 - The employee may be exposed to: Hot mix asphalt, rubberized asphalt, salt, oil, gasoline, diesel, herbicide, paint, signs, trash, tree limbs, dirt, gravel, pipe solvent, glue, gasoline, oil, diesel, and other utility and street maintenance related products.
 - The employee is occasionally exposed to fumes, toxins, or caustic chemicals. This position could be exposed to chemicals such as paint, paint thinners, muriatic acid, industrial bleach, hydrochloric acid, sulfur dioxide gas, calcium and sodium hypochlorite powder, gasoline, and various degreasers.

The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employee. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposure to UV radiation possible.
- Potential exposure to bacteria, including but not limited to ecoli, shigellosis, typhoid fever, salmonella, Mycobacterium tuberculosis, Leptospira, and cholera. Potential exposure to Aspergillus and other unknown disease-causing fungi. Possible exposure to parasitic organisms that may cause disease, such as cryptosporidium, giardia lamblia, entamoeba histolytica, hookworm, tapeworm, whipworm, and ascariasis. Possible exposure to viruses, including but not limited to: enteroviruses, adenoviruses, rotaviruses, parvoviruses, reoviruses, astrovirus, calicivirus, and hepatitis.
- Employee may be exposed to chemicals or organisms by direct contact with raw wastewater and sludges, or by inhalation of gases, particles, aerosols, vapors, or droplets.

Exposures:

- The primary work site is outside with exposure to extreme cold below 32 degrees in winter with temperature changes, extreme heat 95 to 105 degrees in summer with temperature changes, extreme wet or humid with temperature changes, sufficient noise levels which interrupt conversation, body strain from repeated motion or shock.
- Exposure to fumes and odors from gases, paint, asphalt and dust.