

**CITY OF VALLEY CITY, NORTH DAKOTA
PUBLIC WORKS SPECIALIST I
JOB DESCRIPTION**

Title: Public Works Specialist I
Department: Public Works
Reports To: Operations Superintendent
Supervisory Position: No

Date: 01/24/2022
Status: Non-Exempt
Class Grade: B-21

POSITION OBJECTIVE and PURPOSE

The Public Works Specialist I is responsible for performing a wide variety of duties in the installation, maintenance, and repair of streets, water distribution and sewage collection systems, as well as collection of solid waste. Depending on area assigned, duties may include: repairing and maintaining streets; inspecting and maintaining the lagoon, lift stations, water pump booster stations, water towers, and water pumping stations; maintaining records for lift stations and the lagoon; maintaining operations of sewer main and inspecting sewer manholes; repairing and maintaining equipment; and helping any crew that is shorthanded or needs help during an emergency; performing sanitation services; operating the transfer station; performing flood control; and, working with the State Health Department on water testing and draining the lagoon.

DISTINGUISHING CHARACTERISTICS

The Public Works Specialist I is the first level of a three-level Public Works series. The Public Works Specialist I performs routine tasks, and generally does not operate heavy equipment, possess advanced certifications, or have supervisory duties. The Street Specialist I has a Class A or Class B Commercial Driver's License at entry.

ESSENTIAL DUTIES

1. Repairs and maintains streets which includes: painting curbs and street lines; repairing or replacing street signs; fixing potholes and sealing cracks; cleaning street drains; removing snow on city streets; chipping trees; mowing grass; sanding and sweeping city streets; and pest and weed control.
2. Inspects and maintains the lagoon, lift stations, water pump booster stations, water towers, and water pumping stations to include the following: operating pumps and other equipment in lift stations; ensuring that pumps are operating correctly; making adjustments to pumps and equipment to pull the correct amperage and gallons; performing preventative maintenance; and cleaning bar screens at master lift.
3. Maintains records for lift stations and the lagoon by keeping logs and journals for all maintenance performed, number of hours of run time and pH levels, and recording monthly readings.
4. Maintains operations of sewer main and inspects sewer manholes, which includes the following: cleaning out plugs; keeping air relief valves working and cleaned; cleaning and repairing storm sewers; and repairing leaks.
5. Repairs and maintains equipment by: conducting inventories; performing daily inspections; greasing parts; changing oil, headlights, and signal lights; washing equipment; and, welding.

6. Helps any crew that is shorthanded or needs help during an emergency, which includes the following: responding to power outages, service calls, and emergencies during storms and emergency situations; helping the Water Department with water main breaks, flushing hydrants, and culvert placement; finding locations for water and sewer lines; performing water and sewer taps; installing water valves and mains; installing meters and remotes; helping the line crew pull wire and meters; and operating payloaders, street sweepers, dump trucks, and trenchers.
7. Performs sanitation services as follows: operating garbage truck; collecting refuse and garbage; and delivering refuse and garbage to landfill.
8. Operates the transfer station, which includes the following: weighing vehicles; ensuring customers dump garbage in correct location; collecting money from customers; and entering information on computers.
9. Performs flood control which includes: hauling sand, clay, and equipment; filling bags with sand; building dikes; and pumping water out of areas.
10. Works with the State Health Department on water testing and draining the lagoon which includes testing the pH.
11. Stand-by status: Scheduled for being on stand-by and ready to report to work within (30) minutes of being called in. The stand-by duty week will be from 7:00 A.M. Thursday through 7:00 A.M. the following Thursday.
12. Performs other duties of a similar nature or level.

EDUCATION and EXPERIENCE:

High School Diploma or general Equivalency Degree (G.E.D.); up to two years of vocational training or two years of experience in related field preferred.

Knowledge of:

- Operations, services, and activities of a City street maintenance program
- Methods, techniques, tools, and equipment used in the installation, repair, and maintenance of streets, gutters, sidewalks, storm drains and related facilities
- Sewer and storm drainage systems and the gates to close for flooding;
- Water distribution systems
- Safety rules and regulations
- Locations of valves, manholes, sewer mains, and hydrants
- Proper disposal and storage of hazardous waste materials

MINIMUM QUALIFICATIONS:

Skill in:

- Using computers and related software applications
- Controlling water flow by adjusting valves and shutting off water breaks
- Using equipment such as locators, sewer trucks, loaders, tapping machines, pipe cutters, dump trucks, tools, welders, jack hammers, packers, dump trucks, skid steers, voltmeters, grounding

chains, chippers, sewage gas testers, street sweepers, snow blowers, vacu-trucks, garbage trucks, lawn mowers, chain saws, sanding trucks, and pumps

- Reading blueprints and marks for underground services
- Performing oil changes and maintaining equipment
- Dumping compost and various types of refuse in proper locations
- Setting chains for spreading gravel
- Taking a pH test
- Maintaining records
- Installing and repairing water meters
- Repairing water and sewer lines
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, personal injury, fumes, odors, dusts, gases, chemicals, oils, extreme temperatures, intense noises, and travel.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

LICENSING REQUIREMENTS:

- Valid North Dakota Class A or B Commercial Driver's License

Valley City wastewater collection, wastewater treatment and water distribution operations require a Grade II operator certificate. Employees assigned to this area must be willing and able to work toward obtaining the following:

- Grade II Wastewater Collection Certification
- Grade II Wastewater Treatment Certification
- Grade II Water Distribution Certification
- Field pH Testing Certificate