

# JOB DESCRIPTION

City of Devils Lake

**Job Title:** Public Ways Operator I  
**Reports to:** Public Ways Supervisor  
**Date:** 1/17/18

**Department:** Public Ways  
**FLSA status:** Non-exempt  
**Grade:** 7

## **SCOPE OF THE POSITION**

Under general supervision, performs semi-skilled work in the operation, maintenance and repair of machinery and equipment used for roadway repair and maintenance. Performs semi-skilled work for general roadway repair and maintenance, snow removal, roadway sign installation and repair, street painting, and various work of other public works departments as assigned by supervisor or identified herein.

## **ESSENTIAL DUTIES**

1. Operation and maintenance of equipment:
  - Operates a variety of medium and heavy motorized equipment including backhoe, trucks, front end loader, motor grader, sweeper, mower, snowblower, snow removal equipment and other related equipment for street maintenance and snow removal
  - Uses various equipment and manual labor to reconstruct, repair and maintain gravel and paved roadways
  - Maintains, repairs and services equipment and tools for all operations and keeps records of repairs
  - Operates assorted hand tools and power tools such as air hammers, saws, pumps, air compressors, asphalt repair equipment, and similar powered equipment
2. Roadway repair and maintenance:
  - Cleans and repairs roadways
  - Performs street maintenance (crack sealing, patching, painting and street cleaning) and snow removal activities for roadways, parking lots, shared use paths and sidewalks
  - Installs and maintains roadway signs and markings according to standards established in the Manual on Uniform Traffic Control Devices (MUTCD)
3. Performs work for other departments as instructed by supervisor including:
  - Collecting and hauling garbage and refuse
  - Assisting with repair of water/sewer mains
  - Dike maintenance
  - Mowing
  - Cemetery maintenance
  - Other work as assigned
4. Other duties include:
  - Prepares daily activity/time sheets
  - Assists with identifying and ordering necessary parts and supplies
  - Cleans and maintains shop area, rest room, and other work areas

- Sweeps and scrubs floors
  - Paints as required
5. Work hours for this position are variable and may include evenings, weekends, holidays and overnights dependent upon snow removal operations
  6. Responds to emergency phone and radio communications. Adjusts to various working hours, as required by supervisor, to complete snow removal and street maintenance tasks. Takes shifts as on-call person on a rotational basis. On-call duty requires carrying and monitoring of city cell phone and ability to respond and engage in required work tasks (outside normal work hours and weekends) within 20 minutes
  7. Follows safety practices while performing work
  8. Other essential duties as assigned

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge** The incumbent must have proficient knowledge in the following areas:

- Competence in current road repair, maintenance, and snow and ice removal technologies
- Knowledge of machinery and equipment operation
- Equipment maintenance and repair
- Use of materials and equipment for road repair
- General knowledge of all public works services and construction
- Applicable bylaws and procedures

**Skills** The incumbent must demonstrate the following skills:

- Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate quantities and volumes of material
- Analytical and problem solving skills: Ability to solve practical problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Effective communications skills
- Time management skills

**Personal attributes** The incumbent must also demonstrate the following personal attributes:

- Maintain standards of conduct
- Be respectful
- Be flexible
- Demonstrate sound work ethics
- Be consistent and fair
- Excellent command of the English language, both oral and written
- Excellent interpersonal skills

## **QUALIFICATIONS**

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School diploma or general education degree (GED), and one to two years related experience and/or training; or equivalent combination of education and experience
- Heavy equipment operation experience desired, but not required
- Ability to obtain within 6 months of hire a valid North Dakota Class B driver's license with proper endorsements for equipment used

## **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.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to vibration. The noise level in the work environment is usually loud

## **OTHER**

Incumbent must have the ability to cross-train and work with other public works departments. Ability to perform 24-hour standby duty for Public Works emergencies for the City of Devils Lake. The City of Devils Lake maintains a drug and alcohol testing policy to remain compliant with federal regulations; employees and applicants in this job classification are subject to pre-employment testing, random testing, reasonable suspicion testing, post-accident and follow-up testing when appropriate.

*This job description is not intended to be a complete list of duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in meeting the performance standards of this position.*