



City of Lucas – Job Description

Position

Position Title: Public Works Specialist I
Position Code:
Department: Public Works
FLSA Status: Non-Exempt
Revised: September 30, 2014
Emergency Status: Emergency Essential

Leadership

Supervisor: This position receives guidance and supervision from the Public Works Supervisor and/or Public Works Crew Chief with respect to general objectives in the majority of tasks and projects assigned.
Direct Reports: None

Position Purpose

This position performs physically demanding, difficult, and strenuous work relating to the construction and maintenance of typical municipal infrastructure and facilities: water, wastewater, streets, drainage, and parks facilities.

Essential Functions

- Manage, coordinate, and evaluate personal work related to specific tasks assigned by the supervisor.
- Assure compliance with work methods and materials used in construction and maintenance.
- Recommend the purchase of materials, supplies, and equipment.
- Assure compliance with policies, procedures, rules, and regulations set forth by the City Manager and the Code of Ordinances.
- Responsible for cleaning, maintaining and servicing tools and equipment.
- Performs physically demanding, difficult, and strenuous work relating to the construction and maintenance of typical municipal infrastructure and facilities.
- Loads and unloads materials, supplies, and equipment.
- Protect the health, safety, and welfare of the general public.

Secondary Functions

- Perform as responsible steward of the public trust and strive for excellence in public service.
- Act in a civil, respectful manner at all times to citizens, co-workers, and others.
- Comply with all safety policies, practices, and procedures.

- Report all unsafe activities to supervisor, Public Works Director, human resources, and/or City Manager.
- Participate in proactive team efforts to achieve departmental and city goals.
- Collect water samples, record sample data, and deliver samples for testing.
- Perform other duties as assigned.

Capital and Fiscal Responsibility

- Responsible for adhering to all City of Lucas Purchasing Policies while performing purchasing tasks.
- Assists the supervisor in preparing, overseeing, and managing the Public Works Department related budgets as directed by the Public Works Director.

Credentials (minimum preferred)

❖ Knowledge/Skills/Abilities:

- Must have the ability to pass accredited courses in construction and in maintenance.
- Ability to read and interpret technical procedures and regulations.
- Ability to write reports and correspondence.
- Ability to effectively present information and respond to questions from co-workers.
- Ability to work with mathematical concepts: fractions, percentages, and ratios.
- Ability to solve practical problems where only limited standardization exists.
- Diagnose and repair failures in public infrastructure.
- Ability to repair, operation, and maintenance of public infrastructure and facilities.
- Interpret maps, drawings, plans, and specifications.
- Keep daily logs of time, material, and constructions equipment.
- Responsible for implementation of construction traffic control devices and safety rules and regulations for protection of employees and public.
- Exercise good judgment to work safely, use equipment properly, and encourage others to use safety equipment.
- Encourage proper placement of others when working in trenches.
- Encourage others to observe all safety rules and regulations.
- Draw water samples for testing.
- Ability to achieve objectives of assignments and to operate within specific policy guidelines.
- Is expected to make every effort to work overtime during emergencies, adverse weather, or any other occasion that threatens the health, safety, and welfare of the general public.
- Ability to perform repetitive tasks
- Ability to care for fields, grounds, playgrounds, etc.

❖ Formal Education/Certifications/Licenses

- Must be able to obtain a Class D Water License or Wastewater License within twelve (12) months.
- A valid Texas Driver License and an acceptable driving record

❖ Prior Experience

Minimum of six (6) months of experience and/or training in related fields

Tools and Equipment Used

Personal computer, telephone, mobile radio, excavation equipment, various motor vehicles, air compressors, vacuum truck, inspection camera, jet machine, hand and power tools, hand saw, skill saw, chain saw, drill press, bolt cutters, pick axe, air compressor, jackhammer, cutting torch, various weight hammers, and other related equipment associated with manual labor.

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 an individual with disabilities to perform the essential functions. The employee will be required to use hands to finger, handle, feel, and operate objects, tools, and controls; and to reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus. No aspect of this position is considered light duty. Daily strenuous activities of a physical nature are requirements. Occasionally required to comfortably lift and carry objects weighing up to seventy (70) pounds, and frequently required to comfortably lift and carry objects weighing up to thirty (30) pounds.

While performing the duties of this job, the employee is frequently required to do the following for prolonged periods: standing, walking, reaching, talking, hearing, sitting, climbing, balancing, stooping, kneeling, crouching, and crawling.

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 an individual with disabilities to perform the essential functions. Work is NOT performed in an air-conditioned office environment, and the noise level associated with this work is usually high.

Work will take place outdoors with exposure to changing and extreme weather conditions such as rain, sun, snow, wind, etc. and with exposure to outdoor temperatures in excess of 100 degrees and well below 32 degrees. This position performs physically demanding, difficult, and strenuous work.

Work will take place in poorly lighted, awkward, confined, and hazardous areas; above ground level on ladders, rooftops, scaffolding, elevated water storage tanks, etc. Exposure to non-weather related humidity or wet conditions, fumes, airborne particles, electric shock, vibration, and moving mechanical parts will take place on a regular and daily basis. The employee will be exposed to high speed vehicular traffic within a roadway.

Selection Guidelines

Formal application, rating of education and experience, oral interview and reference check, and job related tests may be required. Fitness for duty medical and physical examinations will be conducted.

Acknowledgement

This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties, and levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted, or changed at any time, and that discretion of the City Manager, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described.

Employee (print name): _____

Employee (signature): _____

Date: _____