



City of Lucas – Job Description

Position

Position Title:	Public Works Specialist II
Pay Grade:	3
Department:	Public Works
FLSA Status:	Non-Exempt
Revised:	August 28, 2019
Emergency Status:	Emergency Essential

Leadership

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

Position Purpose

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

Essential Functions

- Manage, coordinate, and evaluate work related to specific tasks assigned by the supervisor.
- Assist and make recommendations to supervisor regarding short and long-range planning.
- Assist in preparing and prioritizing list of infrastructure repair and replacement needs as assigned.
- 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.
- 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, enhancing the quality of life for all
- 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.
- Provide leadership to others through example and sharing of knowledge and skill.
- 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 Supervisor.

Credentials (minimum preferred)

❖ Knowledge/Skills/Abilities:

- Experience operating a gradeall to set grade for excavating sub-grade and setting pins for finish grade for ditches.
- Must have the ability to pass accredited courses in construction and in maintenance.
- Ability to read, analyzes, and interprets technical procedures and regulations.
- Ability to write reports and correspondence.
- Ability to effectively present information and respond to questions from groups of people, customers, and general public.
- Ability to work with mathematical concepts: fractions, percentages, and ratios.
- Ability to solve practical problems where only limited standardization exists.
- Ability to interpret a variety of instruction in the following forms written, oral, schematic diagram, and schedule.
- Ability to become proficient, personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.
- Diagnose and repair failures in public infrastructure.
- Operate, repair, and install water connections system components including wastewater mains, clean outs, valves, pumps, lift stations, manholes, flow meters, and related appurtenances.
- Ability to inspect pumps, motors, waterlines, wet wells, valves, equipment controls, pneumatic and hydraulic equipment, and various water collection system appurtenances.
- 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 devises 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.

❖ **Formal Education/Certifications/Licenses**

- At least a Class C Water License or the ability to obtain such a license within twelve (12) months.
- A valid Texas Driver License and an acceptable driving record is preferred.
- High School diploma or equivalent.
- Has a CDL-B and CDL-A or the ability to obtain "A" within one year of hire date.

❖ **Prior Experience**

Minimum of two (2) years of experience in the operation and maintenance of public works utilities.

Tools and Equipment Used

Personal computer, telephone, mobile radio, fax and copy machine, excavation equipment, various motor vehicles, air compressors, vacuum truck, inspection camera, jet machine, hand and power tools, and other related equipment.

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 eighty (80) pounds, and frequently required to comfortably lift and carry objects weighing up to fifty (50) 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 normally 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.

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: _____