

# CITY OF PORT ORCHARD

---

## JOB DESCRIPTION

**Job Title:** CCTV Operator/Maintenance Worker

**FLSA:** Non-Exempt

**Civil Service:** Exempt

**Department:** Public Works

**Reports To:** Public Works Lead Foreman

This is a full time position. It is not anticipated that Public Works Employee will be required to attend meetings during other than normal work hours; however, the employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

### **Major Function and Purpose**

The Public Works Employee is able to coordinate and/or participate in the routine maintenance and construction of public works improvements for the City. Incumbent will assist the Public Works Lead Foreman and the Public Works Director in planning new construction and maintenance projects.

### **General Function**

Employees assigned to this job classification are responsible for the efficient and effective use of equipment, materials and personnel to complete maintenance and construction projects in a timely and cost-effective manner. Work is performed with considerable independence under the direction of the Public Works Lead Foreman. The Public Works Lead Foreman and Public Works Employee will evaluate work for quality and timeliness of completed projects through reports, observations and results obtained.

### **Essential Job Function**

Operating remote cameras that utilize CCTV to record interiors of various pipelines for inspections to determine if cleaning is needed (as well as what type) and if the pipe line is a candidate for lining. Oversight on job sites and/or CCTV related activities may be exercised as approved by the Public Works Lead Foreman.

### **Job Duties and Responsibilities**

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties

---

as assigned, including working in other function areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load. Specific duties and responsibilities include, but are not limited to:

### **Knowledge, Skills and Abilities**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Demonstrated knowledge of the methods, procedures and equipment used in the repair and maintenance of public works improvements.
- Working knowledge and understanding of waste systems including but not limited to: grease interceptors, storm water management facilities, oil/sand interceptors, elevator shaft pits, ejector systems, septic tanks, and sewer lines.
- Demonstrated knowledge of operating remote cameras that utilize CCTV to record interiors of various pipelines.
- Ability to direct coordinate field activities, ensuring that projects are completed as scheduled, establishing work priorities, and fully participating in all field activities.
- Repair and clean various sewer and storm pipelines using a specific product and process.
- Utilize various platforms in order to document all aspects of various projects and communicate extensively through them.
- Assure proper inventory level of materials and parts for maintenance and repair work
- Help to coordinate and participate the activities of the Department with other departments in the city including but not limited to:
  - installing water, sewer, and stormwater pipe systems
  - repair of water, street, parks and sewer projects
  - patching, paving or grading roads
  - constructing and repairing concrete sidewalks
  - street sweeping
  - cleaning or repairing drainage systems
  - cleaning catch basins
  - laying drain pipe
  - brush cutting
  - repairing and installing uniform traffic control devices.
  - snow operations including sanding, plowing and removal
  - minor (carpentry, electrical, plumbing) installation and repair
  - reading and maintaining water meters
  - installing and maintaining hydrants and specialized water system
  - appurtenances
  - installing and maintaining water and wastewater pumps
- Other duties as assigned.
- Ability to:
  - Maintain records and prepare work reports
  - Operate of a variety of light and heavy equipment is desirable.
  - Gauge project progress and recommend adjustments to meet deadlines or adapt to changing conditions in the field.
  - Comprehend technical instructions and repair manuals.
  - Deal courteously and tactfully with the public.
  - Establish and maintain effective working relations with subordinates, superiors, other department personnel and the public.

- 
- Review project plans.
  - Take direction from management and react and/or respond accordingly.
  -

### **Contacts and Relationships**

Requirements in this position include contact with and directing the work activities of other city personnel. The Public Works Employee must also be able to deal with the general public for the effective coordination of work and for resolving problems. Work requirements will include the skilled operation and normal maintenance of a variety of light and heavy equipment, including pick-up trucks, dump trucks, backhoes, graders, manual and power hand tools, welding equipment, and other tools and equipment appropriate to a given duty assignment.

### **Working Conditions**

Work is performed indoors and outdoors. Employee may need to work in confined spaces and will be required to work on ladders, inclines, and in noisy work areas. He/she may be exposed to extremes in temperature, chemicals, or noxious fumes. Employee may be required to wear protective clothing or equipment in the performance of duties. All employees who are required to have and maintain a CDL are subject to Drug and Alcohol Testing as mandated by the Federal Omnibus Transportation Act of 1991 and the Drug Free Workplace Act of 1989.

### **Physical Requirements**

The Public Works Employee must have the overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding, and lifting or carrying up to 50 pounds. Job requirements may include the ability to climb up to 20 feet off the ground; bend and/or work in tight or confined areas. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard.

### **Recruiting Requirements**

- High School Diploma.
- NASCO certified
- CDL Class A Desirable.
- 3-year experience with storm, sewer, televising, jetting, or CIPP construction.
- 2+ year experience in use and operation of a vacuum truck including but not limited to: all equipment and tools required to perform the scope of work for repair and maintenance of storm and sewer lines.
- Sanitary Sewer and Storm Drain maintenance, repair, and CCTV experience.
- Must be skilled in GIS data transfer techniques and processing.
- Must be a team player, willing to learn new skills and take direction.
- Strong communication and organizational skills with attention to details
- Strong knowledge of plans and specifications and ability to read and understand asbuilts.
- Proficient skills with lasers, line and grade.
- Good understanding of working safely, OSHA requirements 100% of the time.
- Must have a proven track record.
- All city employees must successfully pass pre-employment Drug and Alcohol Testing as prescribed by the City's Drug and Alcohol Testing Policy.

---

## **Experience and Training**

Any combination of experience and training that provides the desired skills, knowledge and abilities.

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.*