

CITY OF ATHOL CLASSIFICATION SPECIFICATION

PUBLIC WORKS / WATER OPERATOR

Purpose of Class/Primary Function

The primary function of this employee is to provide administrative and management duties of the Public Works Department, including water and treatment facilities, street construction and maintenance, building services, street maintenance. May assist with contract and grant administration, as well as department budgeting and capital improvement planning. The work is performed under the general direction of the Mayor and City Council, but considerable latitude is granted for independent judgment and initiative. The principal duties of this class are performed in an office and field environment.

Essential Duties and Responsibilities (may vary by assignment)

- Designs and/or participates in the designing of plans and specifications for public works projects
- Coordinates the operation, maintenance, and repair activities of water services and systems, city cemetery, parks and streets
- Works with federal and state agencies regarding requirements concerning water and water quality
- Assists with planning and implementing a variety of capital improvement and maintenance projects
- Assists with preparing and monitoring departmental budget with the Mayor and City Clerk/Treasurer
- Assists in the technical review of plans and specifications as required by Athol Code and City policies
- Prepares plans, specifications, and budget estimates for in-house projects
- Works with other public agencies regarding public works projects
- May develop storm water management plans and policies, if needed
- Answers inquiries from the public
- Prepares correspondence and written communications
- Carries out other duties and responsibilities as may be assigned by the Mayor and Council
- Attends committee and City Council meetings, as required
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices

Knowledge, Skills and Abilities

- Knowledge of current residential, commercial, public works, design and construction methods, materials, and principles and practices
- Knowledge of methods, procedures, equipment, standard practices, and objectives and standards of water production and delivery
- Knowledge of methods, procedures, equipment, standard practices, and objectives and standards of street construction, maintenance, and repair
- Knowledge of Federal, state, local, City, and other applicable environmental and safety statutes, ordinances, and codes
- Knowledge of Public hearing, review, and approval processes
- Assists with contract negotiation, administration and project management methods, if/when necessary
- Assists with Municipal budgeting methods, procedures, and objectives
- Knowledge of Federal (OSHA) and state regulations, and City policies regarding safety training and safe work practices
- Ability to read, comprehend, and follow and interpret some legal, technical, regulatory and operational documents, manuals, journals, blueprints, specifications, and diagrams
- Ability to research, analyze, and interpret data and make recommendations
- Ability to analyze standards and regulations and define the impact on the City
- Make sound decisions in accordance with laws, ordinances, regulations, and established policies
- Ability to read, comprehend, follow and communicate effectively, both orally and in writing with the public, peers, the City Council, and other City employees demonstrating effective customer service and interpersonal skills
- Ability to follow written and oral instruction
- Evaluate and analyze customer needs to provide exceptional customer service
- Prepare and maintain records, documents and related reports
- Operate standard office equipment and a personal computer, including program applications appropriate to assigned duties
- Ability to establish and maintain effective working relationships with government agencies, elected/appointed officials, other City employees, vendors, and the general public
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Perform time management, scheduling functions, meet deadlines, and set project priorities
- Work independently with minimal supervision and make appropriate decisions in the absence of a supervisor/Mayor
- Work well under pressure and maintain a calm and professional demeanor under stressful or adversarial conditions
- Demonstrate patience, integrity, ingenuity, and inventiveness in the performance of assigned tasks

Acceptable Experience and Training

- High school diploma or equivalent or 2year AA degree.
- Two (2) years' experience in public works administration
- Any equivalent combination of experience and training of 4 years or more, which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Valid current Idaho Driver's or CDL Licenses (preferred)
- Water Operator (level 1) or higher
- 2 years' experience with operating heavy equipment (grader, loader, etc.)
- Must maintain an active cell phone for work purposes (stipends paid bi-annually)

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to perform the essential functions and interact with the public and communicate effectively
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare technical documents and reports, review complex plans, diagrams, blueprints and specifications, discern verbal instructions, and to communicate effectively in person and on the telephone
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to use hands and fingers to operate a computer, use a keyboard or type, to handle materials and present information to small and large groups, and to operate a vehicle
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to sit for long or extended periods, reach with hands and/or arms to manipulate large documents such as blueprints, and occasionally required to climb or balance, stoop and kneel, crouch, and lift and/or move up to 75 pounds