

# **PUBLIC WORKS I**

## **GENERAL NATURE OF POSITION**

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This is a full-time position within the Village of Somers Public Works Department. This position reports to the Public Works Superintendent. The Public Works I position will be engaged in a variety of street, utility, park, building or other activities that are essential to maintain the infrastructure of the Village and Town of Somers. He/she will be required to perform their assigned tasks in an independent manner and must work cohesively with other Public Works Personnel to perform the assigned tasks in a diligent manner that achieves expected outcomes. He/she will be responsible for communicating to their supervisor the outcomes of their assigned task and reporting any irregularities that occurred.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs or assists with the general street maintenance of Village/Town roads. Including evaluating, inspecting and performing repairs and concrete, and installing and maintain road shoulder.
- Performs or assists with the repair and maintenance of Village/Town vehicles and equipment.
- Evaluated and provides input into the acquisition of new tools and equipment.
- Maintain any necessary required records that are associated with assigned takes.
- Work with contractors, vendors, and other outside sources as required.
- Assist in a professional and courteous manner the investigation and resolution of requests and complaints from the general citizens of the Village/Town.
- Assists in maintenance, inspection, repair, and installation of wastewater collection and plumbing facilities, including piping valves, pumps, controls, and specialized wastewater equipment.
- Maintains, operates, inspects and repairs water distribution systems, including piping, meters, hydrants, valves, pumps, controls, and other equipment that may be required to support the water distribution system including the installation and repair of water meters.
- Maintains and makes repairs to storm sewer piping and catch basins.
- Performs the required water testing designed by Governmental Department, and knowledge to operate the test equipment associated with testing.
- Installs and maintains required signage needed on public and private roadways in accordance with municipal and Department of Transportation requirements including knowledge of required road markings, guard rails and other roadway identification requirements.
- Performs other related duties as may be assigned by the Public Works Superintendent.

## **QUALIFICATION REQUIREMENTS:**

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.

- Possession of a valid Class “A” CDL driver’s license with combination endorsements and updates to meet requirements for renewal or to meet state mandated requirements to perform the job.

- First Aid and CPR training and certifications. (Recertification is required every two (2) years).
- Annual Bloodborne Pathogen Certification.
- Annual Lockout / Tagout Training.
- Personal Protective Equipment Training.
- Confined Space Entry training and certification desired pre-employment or ability to obtain post-employment.

**EDUCATION AND/OR EXPERIENCE:**

- High School Diploma, G.E.D., or equivalent, and one year of work experience desired, or an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.
- First Aid and CPR training and certifications. (Recertification is required every two (2) years).
- Maintain all required training / continuing education for required certifications.

**SKILLS AND ABILITIES:**

- Operate light and heavy truck, snowplows, backhoe, skid loader, sewer jet vacuum truck, excavator,
- General knowledge of reading and interpretation of blueprints.
- Knowledge of basic computer functions.

**RESIDENCY:**

- Due to need for emergency response residency within the Village/Town is encouraged.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

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.

- Must pass a criminal records check, an employment physical, and a drug alcohol screening test ongoing per employee Manual.
- Participates in random testing as part of the Village's testing program.
- Work may be performed inside a building or structure or outside in varying and extreme weather conditions for extended periods of time.
- Physical effort may be required to perform heavy manual labor in conjunction with Public Works staff in cramped spaces and under uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.
- May be exposed to dust, traffic, and excessively loud noised from construction equipment.
- Agrees to all requirements/per employee and procedures manual.
- Capable of lifting objects and equipment ranging in weight up to 75 pounds.
- Subject to 24 hours on call assignment under emergency conditions and to availability for rotating on-call assignments with the Public Works Superintendent.

**WORK SCHEDULE:**

- This position is located at Village/Town Hall in Somers. Standard shift hours are 7 a.m. to 3:00 p.m. from Labor Day to Memorial Day and 6:30 a.m. 2:30 p.m. from Memorial Day to Labor day. Some evening and weekend work is required.