

## **PUBLIC WORKS MAINTENANCE SPECIALIST II**

The City of Talent is hiring a Public Works Maintenance Specialist II to join its Public Works Department. The position is represented by the Teamsters union, and provides excellent benefits, including health, vision and dental insurance, and retirement through the Oregon Public Employees Retirement System. Pay scale is \$4,594-\$5562 a month. To apply, please submit a completed city employment application to Leslea Heiken at [leslea@cityoftalent.org](mailto:leslea@cityoftalent.org), in person at 110 E. Main Street, Talent, Oregon, or by mail to City of Talent, P.O. Box 445, Talent, Oregon, 97540. Electronic applications preferred.

### **GENERAL STATEMENT OF DUTIES:**

Performs semi-skilled and skilled tasks in the maintenance and operation of city parks, buildings and grounds, city streets, water distribution facilities, and storm water collection facilities. Operates heavy equipment, including backhoe and dump truck. Functions as crew leader in organizing and completing tasks. Performs related work as required.

### **DISTINGUISHING FEATURES OF THE CLASSIFICATION:**

This employee is responsible for varied construction and maintenance tasks associated with the city's infrastructure. Generally, works with the crew as the lead on street, water, park and storm water projects but may also work independently on selected jobs.

### **SUPERVISION RECEIVED:**

Work is performed under the supervision of the Public Works Director or his/her designee.

### **SUPERVISION EXERCISED:**

On-the-ground supervision of other staff is involved when functioning as the crew leader.

## **ESSENTIAL JOB FUNCTIONS:**

- Functions as crew lead with supervision exercised at the discretion of the Public Works Director or hi/her designee
- Performs routine maintenance and landscape maintenance of all facilities and parks
- Performs maintenance and repair on all street and storm water infrastructure
- Performs maintenance and repair on water distribution system infrastructure while maintaining Oregon Water Distribution II certification
- Functions as the City's Cross Connection Specialist and maintains this certification.

## **KEY JOB-RELATED TASKS:**

1. Performs the functions of crew leader. Responsible for work being done safely and efficiently in a timely manner.
2. Performs maintenance duties and repairs at all city facilities, buildings and parks.
3. Fertilizes, mows, trims, and edges lawns. Trims trees and shrubs and performs other landscaping duties.
4. Maintains playground equipment, benches, gates, fencing and other park apparatus.
5. Performs minor plumbing, electrical and carpentry tasks.
6. Maintains irrigation systems including adjustment, repair and/or replacing sprinklers, parts and piping.
7. Paints buildings, equipment and other items at city-owned facilities as directed.
8. Performs hand excavation of utility lines and assists in laying pipe and backfilling trenches.
9. Cleans catch basins and other storm water facilities.
10. Reads water meters and troubleshoots any reading errors.
11. Repairs potholes and performs other street maintenance as directed.
12. Performs traffic control functions such as setting up control zones and flagging traffic in accordance with current city guidelines.
13. Responds to public works emergencies as required.
14. Repairs water main breaks, service leaks, and completes new water service installations.
15. Understands safe and proficient operation of backhoe and other heavy equipment.
16. Demonstrates proficiency in operation of lawn mowers, compactors, pumps, air compressors and other common power tools
17. Performs general maintenance duties and other related work as required.
18. Displays effective verbal and written communication skills.

## **MINIMUM ABILITIES NECESSARY FOR THE POSITION:**

- Work independently with a minimum of supervision.
- Perform the physical requirements of the classification, at times in adverse weather conditions.

- Maintain effective working relationships with other employees, supervisors, and the public.
- Understand and carry out oral and written instructions.
- Direct others in the performance of routine and emergency maintenance of parks, street, water and storm water infrastructure.
- Proficient operation of heavy equipment, vehicles, machinery, tools and other equipment applicable to the position.

**EDUCATIONAL REQUIREMENTS:**

High school graduation or equivalent.

**EXPERIENCE AND TRAINING:**

A minimum of two years of experience in buildings/grounds maintenance and construction required - four or more years desirable - or any satisfactory combination of education, experience and training that demonstrates the knowledge, skills and ability to perform the above described duties.

**NECESSARY SPECIAL REQUIREMENTS:**

- Possession of Oregon state class C driver license.
- Possession of Oregon state class B commercial driver license or ability to obtain within six months.
- Oregon Water Distribution level II certification or ability to obtain within six months.
- Oregon Cross Connection Specialist certification or ability to obtain within one year.

**PRE-EMPLOYMENT REQUIREMENTS:**

- Satisfactory completion of a drug screening test.
- Satisfactory completion of a background check.
- Education and experience verification.
- Demonstrated ability to perform essential functions.

**FLSA EXEMPTION STATUS:**

Non-exempt.