

**TOWN OF PORTSMOUTH, RI
PUBLIC WORKS OPERATOR**

Department:	Public Works
Reports to:	Foreman or Deputy Public Works Director
Supervises:	N/A
Position Status:	Non-Exempt
Union/Non-Union:	Public Works Union

Position Summary/Purpose:

The purposes of this position are to be responsible for the safe and efficient operation of light and heavy vehicles and power equipment on assigned projects or activities of a public services nature which may entail road and sidewalk construction and maintenance; storm water systems maintenance and construction; maintenance of Town facility grounds; tree work and roadside mowing, etc., as needed. An individual in this position is also expected to perform skilled work in daily operation of heavy and complex equipment in the Department of Public Works and manual labor in addition to driving CDL vehicles. The Public Works Operator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Performs manual and machine assisted maintenance, repair and construction work of roads, sidewalks, storm water systems, catch basins and drainage ditches, laying pipe, loading heavy equipment, and moving heavy items like trees from roadways, etc.
- Shovels and plows snow and spreads sand and salt on roads, sidewalks, parking lots, steps, etc.
- Spreads sand, gravel and asphalt; lays asphalt and patches streets; street sweeping; roadside mowing, leaf and brush pick up; catch basin cleaning.
- Digs and moves materials with hand tools, wheelbarrows, and hand trucks. Loads and unloads heavy materials from vehicles. Assists with stocking operations.
- Operates bulldozer, front-end loader, road grader, street sweeper, tractor mower, catch basin cleaner.
- Performs Town facility grounds maintenances and construction such as: mowing of grass, weeds and brush; rakes and picks up leaves and other debris; clears culverts, drains, roads, ditches; performs trash removal at parks and other Town facilities.
- Performs heavy labor and various unskilled and semi-skilled tasks essential to municipal operations and public service and assists other departments as needed moving furniture, minor building repairs (light painting and carpentry work), move voting machines, etc.

Uses a wide variety of power, pneumatic and hand tools.

- Is subject to call out to respond to emergencies after normal working hours.
- Operates and checks vehicles, attachments and tools for correct fluid levels, pressures and general operating conditions for daily safety check. Maintains, cleans and washes vehicles and equipment; reports problems to mechanics.
- Performs set up and take down labor for numerous town wide events including at parks, or Town facilities.
- Performs tree trimming and removal of trees as needed.
- Assists with preparing, maintaining and performing job site and work safety practices. Observes all OSHA requirements on work sites and in Public Works garage.
- Conducts all work in a safe manner and all work safety practices are followed.
- Consistent on-site office and on-time attendance is essential for this position.

Prudence Island

- Handles more grading of gravel roads since only about one-third of the roads are paved.
- Operates equipment at Transfer Station to move and compact items.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues required training; keeps current with trends.
- Assists other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

Must have a High School Diploma or GED, over two years of construction, road construction and heavy vehicle driving experience; or any equivalent combination of education, experience and training. In accordance with Union Contract, employees will move up in pay based on years of experience.

Special Requirements:

Must have and maintain Commercial Driver's License – Class B – CDL with airbrakes.

Must submit to CDL drug testing regulations – DOT regulations.

Must obtain within a year of appointment Hoisting Engineers License – Excavating Equipment and Hydraulic Cranes endorsement.

Knowledge, Skills and Abilities:

- Thorough knowledge of the safe practices of driving heavy vehicles.
- Working knowledge of road and/or storm water construction.
- Knowledge of proper tools to use for different public works maintenance or construction jobs.

- Working knowledge of occupational hazards and safety procedures associated with working in roadways, heavy equipment operation, working with hazardous materials, and working with mechanical equipment.
- Ability to follow written and oral instructions.
- Ability to work as a team with others to accomplish a project.
- Ability to read and follow safety procedures; ability to work for long hours and perform medium to heavy manual labor under unfavorable weather conditions.
- Ability to follow rules, regulations and procedures.
- Skill in using snow plows, backhoe, front-end loader, catch basin cleaner, street sweeper, CDL vehicles, mowing equipment and various power tools and hand tools.
- Aptitude for working with people and maintaining effective working relationships with various groups.
- High level of customer service skills.

Supervision:

Supervision Scope: Performs a wide variety of responsibilities requiring knowledge of public works functions and knowledge of department standard operating procedures. Must exercise judgment on safety procedures and initiative to accomplish competent service delivery; works with others; incumbent is called upon to handle a significant amount of physical labor.

Supervision Received: Works under the direction of the Public Works Foreman or Deputy Director of Public Works; follows established department and safety procedures.

Supervision Given: None.

Job Environment:

Work is performed in a garage, yard, and field locations including traffic; usually noise levels are loud. Position entails driving and may be subject to exposure to hazardous substances or materials; may be subject to vibration/jarring when driving CDL vehicles or heavy equipment; working near mechanical moving parts and exposed to electrical shock on occasion; may work in ditches/trenches on occasion. Work is performed inside and out-of-doors in all weather conditions.

Requires the operation of light and heavy trucks and equipment including but not limited to bulldozer, front-end loader, road grader, street sweeper, tractor/boom mower, catch basin cleaner. Also, requires the operation of hand tools, power tools, weed whackers, chainsaws, circular saws, and jack hammers.

Makes occasional contact with the general public to handle residents' questions onsite. Most contacts are with fellow employees in the department or other Town departments.

Communication is frequently in person.

Errors in judgment or omissions could result in delays in service, rework, injury to employees, personal injury, damage to town roads or equipment and potential liability.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemical		X		
Work with fumes or airborne particles		X		
Non-weather related – extreme heat/cold		X		
Work near moving mechanical parts			X	
Risk of electrical shock		X		
Vibration – heavy equipment and trucks			X	
Other – road traffic				X
Other – emergency storms			X	
Other – working on uneven surfaces		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Varies during year and project				
Standing				X
Walking			X	X
Sitting – more when driving			X	X
Talking and hearing			X	
Using hands/fingers to handle/grip – for driving and tools				X
Climbing or balancing			X	
Stooping, kneeling, crouching, crawling			X	X
Reaching with hands and arms – mostly driving			X	X
Tasting or smelling	X			
Bending, pulling, pushing – related to manual labor			X	X
Other – driving – more in winter			X	X
Other – heavy equipment – backhoe, sweeper, catch basin cleaner, front loader		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 75 pounds			X	
Up to 100 pounds – bag of cement		X		
Over 100 pounds – with two people		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud noise (heavy equipment/traffic)				X
Very loud (jack hammer work)			X	

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)