

CITY OF BEAVERTON

Public Works Technician

General Summary

Install, construct, repair and maintain underground City utilities.

Key Distinguishing Duties

Perform utility maintenance and construction activities with minimal supervision; review/redline plans; inspect installations; write up list of needed repairs. Operate equipment requiring a CDL-B; i.e., the backhoe loader for loading and the 10-yard dump truck.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Install, maintain and repair utility lines and/or streets/bridges. Set up traffic control safety zones. Perform flagging functions. Inspect and test lines using a variety of equipment and chemicals.
2. Assist equipment operator with the operation of equipment. Install various cutting attachments including field repairs to machine and device adjustments. Maintain equipment and tools.
3. Set up video inspection operation at each line section including winch, power cord, rollers, coax cable, footage measure sets and adjustments as needed. Record and communicate map work accomplished.
4. Construct, install, maintain and repair storm drainage and wastewater systems. Read and work from blueprints and plans; shoot grades and set up lasers from engineered data.
5. Perform street-paving and construction activities. Rake and shovel asphalt. Seal street cracks. Operate tools and equipment as required to construct, repair and maintain utilities.
6. Construct, maintain and repair concrete such as sidewalks, curbs and gutters. Form, pour and finish new concrete.
7. Construct and maintain bridges, ditches and pedestrian/bike paths. Repair or replace damaged materials including graffiti. Repair safety hazards.

8. Inspect streets and input data regarding asphalt maintenance into automated system. Complete proper paperwork. Track and document materials usage.
9. Set up safety traffic controls, shoring and enter confined spaces. Keep records of confined space entry and equipment in good working order.
10. Determine soil conditions in excavation or work zone.
11. Review and redline plans for upcoming projects. Inspect installations and communicate directly with City engineering, planning, and project lead. Write up punch list of needed repairs. Perform final inspections.
12. Locate and mark City utilities. Update maps used in field, documenting new or deficient information. Complete proper paperwork.
13. Participate in section operational processes including procedure development and implementation.
14. Produce an acceptable quantity and quality of work that is completed within established timelines.
15. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
16. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
17. Participate in the City Emergency Management program including classes, training sessions and emergency events.
18. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
19. Follow standards as outlines in the Employee Handbook.
20. Support and respect diversity in the workplace.

Other Functions

1. May serve as work site lead as assigned.
2. Construct various devices to assist accomplishment of work, including minor welding.
3. Respond to citizen inquires and requests.
4. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Working knowledge of safety practices and procedures for assigned area including confined space entry, flagging, shoring underground excavations, the handling of hazardous chemicals and street/bridge maintenance.
- ◆ Working knowledge of practices and principles of installation, construction, repair and maintenance for assigned area.
- ◆ Working knowledge of the laws, regulations, ordinances and codes governing operations, installation, construction, repair and maintenance for assigned area.
- ◆ Depending upon assigned area the following is required:
 - Working knowledge of pipe types and structure materials.
 - Working knowledge of asphalt and concrete paving, patching and compaction techniques.
 - Working knowledge of types of bitumens, asphalt and concrete and proper application procedures.
 - Working knowledge of proper raking and rolling of asphalt and concrete finishing.
 - Working knowledge of underground utilities.
- ◆ Working knowledge of general construction techniques.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Strong ability to use tools, small equipment and heavy equipment used in operations, installation, construction, repair and maintenance for assigned area.
- ◆ Strong ability to read equipment manuals, maps and engineering blueprints.
- ◆ Depending upon assigned area the following is required:
 - Ability to read grades and compute material requirements.
 - Ability to compute yardage/tonnage.
 - Ability to evaluate street repair and maintenance needs.
 - Strong ability to locate and properly mark service and lines.
- ◆ Ability to lead/participate on a team focused on producing high quality results.
- ◆ Ability to maintain records.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to apply excellent internal and external customer service skills.
- ◆ Ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Basic ability to use a keyboard and word processing, spreadsheet programs or other application software as required for position.
- ◆ Basic ability to use general office equipment.

Minimum Qualifications Required for Entry

High School diploma or GED and 3 years of experience in operations, installation, construction, repair and maintenance of assigned area or an equivalent combination of

education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Commercial Drivers License-B with air brake and tank endorsement required.
- ◆ Traffic Flagger training required within three months of employment.
- ◆ Some employees in this classification may be required to have competent person certification.
- ◆ Department of Environmental Quality Class II Wastewater Collection Certificate desirable.
- ◆ Some positions in this classification are required to possess First Aid and CPR certification.
- ◆ Ability to pass City physical exam.

Working Conditions

Constant precise control of fingers and hand movements; daily standing for prolonged periods; rare lifting, moving and carrying of objects up to 90 pounds; occasional lifting, moving and carrying of objects over 50 pounds; constant stooping, bending, turning, twisting, crouching, reaching, crawling, kneeling, climbing or balancing; frequent work in all weather conditions and around traffic; occasional work in confined spaces; regular exposure to equipment with crushing potential, hazardous chemicals, vibration, fumes and high noise levels; occasional exposure to disease; daily wearing of protective gear; occasional exposure to electrical current; occasional dealing with distraught or difficult individuals; occasional response to emergency conditions off-hours; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

Classification History

As of 10/97: Utility Worker II

Revised: 1/98

New class specification title 1/98: Collection Systems Technician, Street Systems Technician

New class specification title: 3/03: Operations Technician

Revised: 3/05

New class specification title 1/1/09: Public Works Technician

Revised 1/1/09

Status: SEIU
FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date