Cottonwood Heights

Job Posting – Public Works Operations Specialist II

Posting Date: Aug. 7, 2016
Closing Date: Open Until Filled
Position: Public Works Operations Specialist II
FLSA: Non-Exempt
Salary Range: $32,482 - $46,473
Hours: 8:00 – 5:00 with seasonal adjustments and weather related overtime

Job Summary: Performs a variety of apprentice level skilled duties related to the construction, installation, maintenance and repair of utility service systems including streets and storm water collection. Assists with general functions conducted in the public right of way, parks, open spaces and city property. These duties may include, but are not limited to, storm drain inspection and cleaning, signage installation and maintenance, street light electronics, fleet maintenance, traffic control, weed abatement, graffiti removal, road cut inspection, blue staking and related projects, landscape maintenance and snow removal.

Special Qualifications: Must possess a valid commercial drivers license (CDL). Must be a certified Flagger or able to obtain certification within six (6) months. Must be R.S.I. certified (Registered Storm Water Inspector) or become R.S.I. certified within 12 months from date of hire. May be required to be HAZMAT certified. Must become Envirosight equipment trained on the job. Must become familiar with ArcGIS software applications. **Special consideration given to those with qualifications in concrete forming and finishing, tree trimming, snow removal, facilities maintenance, grounds maintenance, or construction related fields.**
Must pass a pre-employment background check and drug screen.

How to apply: Applicants must submit an application and resume to Cottonwood Heights via email to employment@ch.utah.gov. Applications are available online at http://cottonwoodheights.utah.gov/
******* Applications must be submitted electronically. Incomplete applications will not be accepted. Please direct questions to Paula Melgar, HR Manager, at 801944-7021 or pmelgar@ch.utah.gov.

Pre-employment drug testing and background check required

Cottonwood Heights is an Equal Opportunity Employer

The Human Resource Office will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801 944-7021. Cottonwood Heights does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment of the provision of services.

Cottonwood Heights

Job Description

Title:	Operations Specialist II	Code: 2110
Division:	Street Maintenance	Grade: 11
Department: 6/30/2016	Public Works	Last Revised:

GENERAL PURPOSE

Performs a variety of apprentice level skilled duties related to the construction, installation, maintenance and repair of utility service systems including streets and storm water collection. Assists with general functions conducted in the public right of way, parks, open spaces and city property. These duties may include, but are not limited to, storm drain inspection and cleaning, signage installation and maintenance, street light electronics, fleet maintenance, traffic control, weed abatement, graffiti removal, road cut inspection, blue staking and related projects, landscape maintenance and snow removal.

SUPERVISION RECEIVED

Works under general supervision of the Public Works Operations Superintendent.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS (Performs Some or All of the Following)

Street Maintenance: Performs repair and maintenance to asphalt and concrete materials in the public way and on public property. Installs, repairs and maintains city-wide traffic signs; performs maintenance on electronic components, solar panels, circuit boards, LED features and related low voltage electrical systems.

Receives project assignments and completion schedules; takes assigned equipment, materials and manpower to the appropriate site and completes the project as directed by the supervisor. Operates specialized heavy equipment such as single & tandem axle dump trucks, road graders, front-end loaders, backhoe, bucket trucks, snow plow.

Operates trucks, snowplows, and sanders in hauling, plowing, and cleaning streets; performs cement work on flat surfaces, curbs, and gutter; grouts surfaces and joints; performs in a variety of street maintenance projects and road work; patches chuck holes, transports road materials, maintains roadways.

Maintains groundcover in the public right-of-way, prunes trees, and ensures clear-line-of-site at intersections and related roadways.

Participates in work site safety procedures; sets up barricades, safety signs and signal equipment; may perform flagging assignments to assure work zone safety.

Storm Drain Maintenance: Operates robotic inspection camera to view and video underground storm drain system; utilizes specialize software to manage video results, analyze line conditions and locate problematic areas; apprise management of findings and prepares required reports.

Operates storm drain vactor truck and street sweeper as needed. Performs minor cleaning of inlets and grates as needed.

Seasonal Projects: Participates in tasks related to community celebrations, i.e., fireworks, parade floats and seasonal banner installation and take-down; operates ATV and weed spraying equipment applying chemicals to eradicate weed infestations; participates in graffiti removal projects operating painting or sand blasting equipment.

Snow Removal: Assists with snow removal and plowing activities as needed; maintains equipment for snow removal and ensures that city roads are safe and passable.

Emergency Preparedness: Assists with responsibility to ensure that facilities, infrastructure, and staff are prepared for emergency situations and able to respond with promptness and efficiency in accordance with FEMA regulations.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

   A. Graduation from high school;

   AND

   B. Two (2) years of experience in construction, maintenance or repair of public works systems preferred;

   OR

   C. An equivalent combination of education and experience.

2. Required Functions, Knowledge, Skills, and Abilities:

   Working knowledge of operating basic manual and power tools; the standard practices, methods, materials and tools necessary for asphalt, concrete, pipe line construction and repair activities; the occupational hazards and safety precautions of trench work construction and pipeline maintenance work; hazards common to heavy equipment operation; safety standards related to street construction and maintenance; material and methods of constructing roads, drain systems etc.; state or federal regulations governing installation and maintenance of water, and sewer systems; water quality laws; interpersonal communication skills.

   Apprentice level skill in various crafts, i.e., operating heavy equipment and common power tools, bucket truck, backhoe, Envirosight Camera, Trimble GPS Data Collection, GPS Pathfinder Office computer, Rigid Signal Locator, lid lifting hook, pruning shears, tree saw, ATV, etc.

   Ability to operate heavy equipment of various kinds under varying conditions; perform heavy physical labor; develop and maintain effective working relationships with co-workers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; work from blueprints; tolerate weather extremes in the work environment; ability to perform basic mathematical computations in reading and using various meters, gauges and related devices.

3. Special Qualifications:

   Must possess a valid commercial drivers license (CDL). Must be a certified Flagger or able to obtain certification within six (6) months. Must be R.S.I. certified (Registered Storm Water Inspector) or become R.S.I. certified within 12 months from date of hire. May be required to be HAZMAT certified. Must become Envirosight equipment trained on the job. Must

become familiar with ArcGIS software applications. **Special consideration given to those with qualifications in concrete forming and finishing, tree trimming, snow removal, facilities maintenance, grounds maintenance, or construction related fields.**
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4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity are required. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Daily local travel required in normal course of job performance. Daily exposure to weather extremes and safety hazards associated with working in the public right-of-way.

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date:_____
(Employee)

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