

Town of Odessa
Equal Opportunity Employer
Job Description
Public Works Assistant Director
Wastewater Treatment Plant Operator Level 2
Water System Operator Level 1

General Description:

In the absence of the Public Works Director will assume Director's duties. Assists the Director in the overall direction and administration of the public works department. Under the direction of the Public Works Director perform a variety of skilled and semi-skilled duties in connection with Town streets, bridges, water and sewer systems, yard waste program, parks, cemetery or other municipal facilities and buildings. This position requires ability to work independently and ability to respond to potential emergency situations, along with being able to accept call outs as required by Public Works Director.

Reports to: Public Works Director and Mayor

Typical Duties:

- Requires a broad knowledge of all operations of the public works department in order to make decisions relative to operational and administrative matters.
- Fulfill the duties of Public Works Director when designated to do so.
- Requires at least one week per month of on-call rotation with required response to call-outs. Must live in city limits.
- Has responsibility for construction and maintenance activities of public works department.
- Promotes positive public relations, responding to complaints or requests for public works activities.
- Meets with representatives of other agencies.
- Exercises supervision of public works maintenance worker and volunteers.
- Use light and heavy equipment, hand and power tools, and light and heavy vehicles.
- Break and remove asphalt or other services using backhoe, air, electric or hydraulic jackhammers, pick, shovel, etc. Perform asphalt work including pothole patching, square cut out patching, overlaying, and other duties associated with street related maintenance.
- Operate Town vehicles in a proper and safe manner to transport personnel, materials and various equipment, perform routine maintenance and repair to equipment and vehicles including maintaining filters, hoses, fuel, oil and other fluid levels.
- Operate and maintain maintenance equipment including Town vehicles, backhoes, sweepers, mowers, blowers, weed eaters, sprayers and power tools.
- Perform vegetation control using hand, power, and other equipment.
- Operate snow and ice removal vehicles during hazardous road conditions.
- Repair and/or replace water meters.

- Reading of water meters on a monthly basis, except during the winter months.
- Perform sewer facilities tasks to maintain operational status.
- Interprets alarms and corrects problems at wastewater treatment plant and the water system.
- Properly locate Town water and sewer lines as necessary for construction and maintenance.
- Prepare and complete work required for burials at Town cemetery.
- Attend required continued education classes for required certification(s).

Qualifications:

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.

- High School diploma or equivalent.
- Knowledge of basic principles and practices of public works maintenance and repair, occupational hazards and standard safety practices and ability to perform heavy physical labor in all weather conditions.
- Must be able to perform skilled and semi-skilled tasks without supervision, understand, and follow oral and written instructions.
- Experience relating to the construction, repair and maintenance of water, sewer, and storm drainage systems, including the operation of related maintenance equipment; or equivalent combination of education and experience.
- Must possess a valid WA State driver's license with CDL Class B endorsement or ability to obtain within 90 of employment.
- Must possess a valid pesticide license or ability to obtain within the first year of employment.
- Must possess a valid Water System Operator Level 1 or ability to obtain within 90 days of employment.
- Must possess a valid Wastewater Treatment Plant Operator Level 1 or ability to obtain within the first year of employment.
- Must possess a valid Wastewater Treatment Plant Operator Level 2 or ability to obtain within the second year of employment.
- Required - three-year Employment Contract after completion of Wastewater Level 2
- Must be able to pass pre-employment physical and drug test and successfully pass random drug tests, as required by Washington State Department of Transportation for CDL endorsement.
- Must be proficient with computers.

Physical Demands:

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.

- While performing the duties of this job, the employee is required to walk, stand, sit, talk, or hear, use hand to finger, reach with hands and arms, handle, or feel objects, tools, or controls; frequently climb or balance; stoop, kneel, crouch or crawl.
- Maintain physical condition necessary for walking or standing for prolonged periods of time, heavy, moderate or light lifting and carrying, pulling, pushing, repeated bending; operating motorized equipment and vehicles.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to work with exposure to noise, dust, grease, potentially hazardous chemicals; inclement weather conditions; work around heavy construction equipment; work at heights on scaffolding and ladders; work on slippery or even surfaces.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Town and employee and is subject to change as the needs of the Town and requirements of the job.

Signature

Date