

City of Prineville

Public Works Technician

Position Summary:

The purpose of this position is to perform regular, recurring and non-routine tasks for maintenance, repair and some installation for the sewer, water and streets sections. This position will be responsible for the City's Supervisory Control and Data Acquisition (SCADA) and Telemetry Systems as well as all wireless communication systems and various other duties assigned by the Public Works Superintendent. This is a Union Represented Position.

** This position is not meant to be an all-inclusive list of duties and responsibilities, but rather constitutes a general definition of the positions' scope and function.*

Position Status: _____ exempt _____ **X** _____ non-exempt

Reports to: Public Works Superintendent

Essential Job Functions:

- Maintenance of SCADA and Telemetry Systems.
- Maintain all wireless communication devices and programmable logic controllers. Provide technical support to the PW team
- Perform assigned work to install or repair streets, sewer lines, water lines, manholes, storm drains and catch basins.
- Perform work in accordance with all federal, state and local laws, rules and regulations and within mandated and appropriate safety standards.
- Operate instruments; hand, electric and air driven tools.
- Provide preventive maintenance of water transmission and distribution systems. Analyze and inspect water meters and meter boxes. Determine most cost effective maintenance or repair. Replace meters as needed.
- Purchase parts and supplies for repair and maintenance keeping an adequate inventory in the process.
- Monthly read water meters for the utility billing, as directed.
- Operate City heavy equipment, such as backhoe, front-end loader, dump truck, sander or Vactor. Ability to perform any operation within the capacity of the equipment and as necessary to accomplish the job required. This includes loading and transporting equipment to the work site using truck and trailer as required.
- Install, overhaul and repair fire hydrants.
- Perform maintenance and repairs, as directed, on reservoirs, pumps and booster pumps.

- Fabricate, install, maintain and replace directional and traffic signs, using equipment and materials such as hand or tractor-mounted post hole digger, power saw, sign fabricator, vacuum heat applicator, router and paints.
- Operate street sweeping equipment to sweep all streets, alleys, asphalt roads, etc within the City limits or UGB according to established routes and procedures.
- Inspect new water lines at construction sites and take samples and chlorination readings.
- Maintain and promote excellent relations and communications with co-workers. This includes sharing the heavy duty of the work load to maintain balance, helping to train and orient the new workers and acquiring skills in all equipment and procedures to become a more valuable team member.
- Respond orally to public inquiries in a courteous manner, referring inquiries to an employee of higher classification as appropriate.
- Employee 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.
- Be available for call out in case of severe weather event, such as winter snowstorm or flooding.

Qualification Requirements:

Knowledge, Skills & Abilities

1. Maintenance of SCADA and Telemetry Systems
2. Maintenance of wireless communication devices and programmable logic controllers
3. Ability to read and interpret documents such as safety rules, operating and maintenance instruction manuals. Ability to speak effectively with employees of the organization.
4. Able to perform mathematical equations.
5. Working knowledge of the hazards and safety precautions common to municipal maintenance areas; knowledge of the practices, methods, materials and tools used in modern maintenance of sewer, water and street systems.
6. Skilled in operation of hand, electric and air driven tools.
7. Ability to establish and maintain effective preventive maintenance program.
8. Ability to carry out assigned projects to their completion.
9. Ability to establish and maintain effective working relationships with fellow employees, vendors and the public.

Special requirements/licenses:

Valid Oregon Commercial Driver's License or ability to obtain within two months

Good driving record required.

Forklift certified, if required for this position.

Trained in confined space procedures. Must have, or be able to gain quickly, thorough knowledge of state and federal OSHA trenching and shoring laws.

Must be able to obtain a first-aid/CPR card.

Must be able to obtain flagger certification

Must be available when assigned the Pager to respond to any emergency call-in from off-duty hours.

Education/Experience required:

High school diploma or GED

Experience with wireless communications, SCADA systems and PLCs;

Supervisory Responsibilities: None.

Working Conditions:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties of this position, the employee is regularly required to talk, hear, use their hands, stand, walk, drive, and sit. The employee is frequently required to bend, stoop, and dig. You may be required to lift and/or move up to 100 pounds.

Physical strength and ability sufficient to perform heavy manual labor for extended periods under dirty and uncomfortable conditions and in all kinds of weather.

Work environment is typically the outdoor setting, however, some shop activity may be necessary. Noise levels can be high around machinery, requiring the use of hearing protection. The climate outdoors can be extreme depending on the season. Driving is a big piece of this job, therefore, cautious driving habits should always be adhered to.