



City of Gold Beach Job Description  
**PUBLIC WORKS MAINTENANCE WORKER/OPERATOR**

Sub-Classifications:

*Maintenance Worker, Lead Mtc Worker,  
Operator in Training, Operator I, Operator II*  
Updated January 2023

**CITY'S WATER AND WASTEWATER SYSTEM RATINGS:**

**Water:**

The City's Water Treatment Plant & Distribution system is rated:

- Level II for Treatment
- Level II for Distribution
- Specialty Filtration endorsement

**Wastewater:**

The City's Wastewater Treatment Plant & Collection system is rated:

- Level III for Treatment
- Level II for Collection

**POSITION SUMMARY STATEMENT:**

The Public Works Operator/Maintenance Workers perform general and specialty tasks related to the safe operation, maintenance, and upkeep of the City's public works infrastructure (water, wastewater, streets). All Public Works staff function as Maintenance Workers. All Public Works staff are required to obtain some level of state certification related to the successful operation of the City's water and wastewater plants and system. Examples of typical duties begin on Page 2. Each staff member has specialty functions within those job areas. Each Public Works staff member's priority of duties may be different.

**TYPE OF SUPERVISION RECEIVED & EXERCISED:**

This position answers directly to the Public Works Superintendent.

**In addition to the specific job duties outlined below, the following general duties are required of all City employees:**

- Courteous and respectful interactions with citizens, staff, and other persons;
- Responsive to citizen and staff requests;
- Cost-effective use of city resources;
- Support a positive work environment;
- Communications: keep others informed of work issues by maintaining quality communications;
- Work to resolve issues of conflicting personalities and needs;

- Conduct business in accordance with the letter, spirit and intent of all relevant laws and refrain from illegal, dishonest or unethical behavior.

**General statement of duties for each Public Works sub-classifications:**

Maintenance Worker:

All Public Works staff, including the Superintendent, function as Maintenance Workers. Maintenance workers perform a variety of skilled and semi-skilled tasks in the construction, maintenance, and repair of the public works infrastructure (water, wastewater, streets, etc.) Maintenance workers may be called upon to perform (or assist in) the monthly utility meter reading process, and maintain, repair, or replace water meters and appurtenances. Maintenance workers operate a variety of public works related equipment including heavy equipment. All maintenance workers are required to obtain an Oregon Commercial Driver's License (CDL) within twelve (12) months of hire date. The Lead Maintenance Worker is the senior worker either by time in grade or by demonstrated skills.

Operator in Training

An employee in this entry-level position works as part of a work crew under direct supervision and is expected to perform duties based on instructions or specific objectives received from the PW Superintendent or designated senior staff members. This is the first in the career path of the Water & Wastewater Operator series. Learns and performs duties related to the safe operation of the City's water and wastewater systems. Assists certified operators and other department staff.

Operator I

Operator I is the first level in a career path covering the operation of the City's water and wastewater systems. Certifications are obtained through Oregon Health Authority (OHA) for the water system, and through Department of Environmental Quality (DEQ) for wastewater. Certification requirements are listed in the Licenses & Certificates section.

Operator II

The Operator II classification is the second, and in most cases final (*the wastewater plant requires an Operator III certification for treatment*) step in the certification to operate the City's water and wastewater plants, and conveyance and distributions systems.

**EXAMPLES OF DUTIES FOR THIS POSITION**

*(please note these examples are meant as illustration of general daily duties; other duties may be assigned in support of the department or City functions)*

AS MAINTENANCE WORKER

- Reads and records water meters, maintains meter boxes and surrounding area, ensures water meters are kept in good working order;

- Execute utility work orders based on information from the front office;
- Repairs/replaces street regulatory, directional, and informational signs;
- Operate variety of light, medium, and heavy-duty equipment, tools, and vehicles in performance of daily duties;
- Install, repair, and maintain the City's water distribution system including reservoirs, mains, service lines, fire hydrants, valves, meters, etc.;
- Perform general and sometimes specialized maintenance and repairs of the City's wastewater collection system including lines, laterals, pumps and appurtenances, and manholes;
- Maintain and repair City owned streets, alleys, and rights-of-way—duties include, but are not limited to: patching pavement, repairing sidewalks, curbs, painting crosswalks, etc.
- Maintain City's storm drainage system by cleaning and repairing ditches, storm drains and catch basins, etc.;
- Perform light/routine maintenance on City vehicles, buildings, or park;
- Perform other related work as assigned.

AS WATER/WASTEWATER OPERATOR (Levels I, II, III)

Ensure that the City's water and wastewater plants, and treatment, collection, conveyance, and distribution systems are operating at all times within the Oregon state regulatory agency requirements relative to the Operator's certification level.

Duties include (but are not limited to):

- Specific daily testing and monitoring tasks;
- Inspection and maintenance of various specialty equipment such as monitors, pumps, digesters, blowers, telemetry, etc.
- Troubleshoot equipment failures and identify maintenance needs;
- Maintain accurate and legally required records related to testing, monitoring, and analysis of the systems.

**KNOWLEDGE, SKILLS, & ABILITIES:**

- Perform manual and equipment operation work in a safe manner for extended periods of time, this includes during adverse weather conditions;
- Application of principles and practices, methods, materials and equipment used in the construction and maintenance of water distribution and conveyance systems, wastewater collection and conveyance systems, streets, and storm drain systems;
- Understand and follow written and/or oral instructions and work independently in performance of regular duty assignments;
- Safe and efficient use of vehicles, tools and equipment, practices, methods, hazards and safety precautions required to perform duties;

- Perform basic math operations related to the water and wastewater plant operations, perform and evaluate lab test for control and compliance, and complete forms and maintain accurate plant records;
- Sufficiently perform the physical requirements of the classification;
- Available for after-hours emergency work and weekend on-call duties related to the water and wastewater plants;

### **EXPERIENCE AND/OR EDUCATION REQUIREMENTS**

High school graduation or GED, AND at least twelve (12) months prior experience in public works or local government development field, or related skilled labor such as construction, welding, plumbing, machinist, heavy equipment operator, mechanic, etc.

### **SPECIAL REQUIREMENTS**

- Live within 30 minutes response time of the City, 15 minutes preferable;
- Obtain Oregon CDL with twelve (12) months of date of hire;
- Successfully complete ODOT approved certified construction flagging class within six (6) months of date of hire;
- Obtain Level I Operator certification within twelve (12) months of date of hire;
- Obtain Level II Operator certification within thirty-six (36) months of date of hire.

### **MATHEMATICAL & REASONING ABILITIES**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to exercise initiative and judgment in completing tasks and responsibilities; solve practical problems and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **WORKING CONDITIONS**

**Environmental Conditions:** The work environment characteristics described here are representative of those an employee in this class typically encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in an outdoor setting; frequent visits to field operations and public works development sites, which require climbing and traversing over rough, uneven, and/or rocky terrain.

Occasionally works near moving mechanical parts and in precarious places; is frequently exposed to wet and/or humid conditions, and occasional exposure to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is typically quiet in office settings and loud at field operation sites.

**Physical Conditions:** The physical demands listed are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary functions require sufficient physical ability and mobility to: work in an office setting; to stand or sit for prolonged periods of time; verbally communicate to exchange information; walk; use hands to finger, handle, or operate objects, tools, or controls; repetitive hand movement and fine coordination; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; taste and smell; and frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus also are required.

Check if required for essential job function	ACTIVITY	Continuously 67-100%	Frequently 34-66%	Occasionally 0-33%
<input checked="" type="checkbox"/>	Standing		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Sitting – ½ hour or more		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Moving about work area		<input checked="" type="checkbox"/>	
	Bending			<input checked="" type="checkbox"/>
	Stoop Position 1 minute plus			<input checked="" type="checkbox"/>
	Climbing stairs			<input checked="" type="checkbox"/>
	Crawling – hands/knees			<input checked="" type="checkbox"/>
	Reaching overhead			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting up to 20 lbs.	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Lifting up to 100 lbs.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Lifting overhead			<input checked="" type="checkbox"/>

<input checked="" type="checkbox"/>	Moving/carrying items	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/coordination	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Keyboard operation		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Rapid mental/hand/eye coordination	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input checked="" type="checkbox"/>		