**POSITION DETAILS**

**Position Title:** Public Works Worker

**Pay Range:** $13.50-$17.00/hour

**FLSA Status:** Non-Exempt

**Probation Period:** 6 Months

**Assignment Category:** Regular, Full-Time, Hourly

**Location:** Falls City Hall, 299 Mill St. Falls City, OR 97344

**Position Type:** Staff

**Hours:** M-F, 6:00 am – 2:30 pm, alternating weekends

**Position Summary:** The Public Works Worker is responsible for performing a plethora of tasks under the supervision of the Public Works Director. This position will be responsible to perform work in the Water, Sewer, Wastewater, Streets, Parks & Cemeteries, Facilities, and Interdepartmental Divisions. The work will consist of both planned and unplanned maintenance, and project work. Additionally, the Public Works Worker will be the program manager for several low-impact public works programs.

A qualified candidate for this role should have a valid state driver’s license with acceptable driving record. At least a High School Diploma, experience working with their hands, a desire to learn, an ability to take direction, and a desire to ensure the success of the City and the Department.

**Special Demands:** Vision, hearing and speech are required along with manual dexterity. Position requires extensive physical exertion, constant exposure to the elements, and movement of heavy materials. May operate heavy equipment and/or vehicles on occasion.

**POSITION DUTIES**

The listed duties are a summary of those typically performed by the City Clerk. Additional accountabilities and duties may be assigned from time to time. This list is not meant to be a comprehensive accounting of each duty or task performed.

|  |  |
| --- | --- |
| **Key Accountability** | **PUBLIC WORKS LABOR** |
| **Duty Statement** | Perform various public works labor intensive tasks including Water and Sewer system monitoring and maintenance, parks and cemeteries maintenance and improvements, street maintenance and improvements, and facilities maintenance and improvements. The tasks will be of both a scheduled and unscheduled nature, and at times will require emergency response. |
| **Percentage of Time** | 80% (32 Hours/Week) |

|  |  |
| --- | --- |
| **Key Accountability** | **OTHER DUTIES** |
| **Duty Statement** | **Program Management:** Will be the primary manager of the Parks & Cemeteries Maintenance program. Will take on management of additional programs at the discretion of the Public Works Director.  **Program Development:** Makes recommendations to the Public Works Director on increasing program efficiency, and/or decreasing program waste.  **Other:** Cross Trains with Public Works Director and serves as secondary on all Public Works Director Staff Work accountabilities. Other tasks and projects as assigned. |
| **Percentage of Time** | 37% (15 hours/week) |

**PERFORMANCE STANDARDS**

|  |  |
| --- | --- |
| **Key Accountability** | **PUBLIC WORKS LABOR** |
| **Task List** |  |
| **Performance Standards** |  |

|  |  |
| --- | --- |
| **Key Accountability** | **OTHER DUTIES** |
| **Task List** | **Program Management:**  **Program Development:**  **Other:** |
| **Performance Standards** |  |

**POSITION FACTORS**

|  |  |
| --- | --- |
| **Minimum Education and Experience** | High School Diploma and some mechanical experience required. Prefer two years of experience working with hands in a public works capacity. |
| **Supervision Received** | Incumbent will report directly to the Public Works Director. After probationary faze, incumbent will receive consistent direction and guidance from the Public Works Director. |
| **Analytical Skills Required** | Minimal. |
| **Financial Accountability** | None. |
| **Impact of Actions Carried by This Position** | Loss of resources and/or injury to the public. |
| **Supervision Exercised** | This position has no supervisory role. |
| **Human Resources Impact of this Position** | None. |
| **Internal Contacts** | All City Staff. |
| **External Contacts** | City Contractors and partners while on the job. |