



CITY OF ROSLYN

PUBLIC WORKS DEPARTMENT

Public Works Crew Member Position Description

Position Summary:

Positions in this class perform more complex tasks as well as the regular and recurring maintenance, installation and repair work of the water, sewer, street, storm water, park, cemeteries, and other City facilities. Duties include operating all equipment, tools and vehicles to accomplish assigned tasks. Work is performed independently and as a crew. It includes a variety of maintenance tasks under generally defined standards, policies, practices and procedures. Positions in this class may be assigned to perform duties and assume additional responsibility in specialized areas including but not limited to, water, sewer, parks, cemeteries, and capital or special projects.

Essential Duties:

- Read water meters; repair and replace meters as necessary.
- Overhaul and repair of fire hydrants, valves, blow offs, and similar, mechanisms.
- Uses a variety of hand and power-operated tools and equipment including but not limited to shovels, picks, hand and small riding mowers, weed eaters, chainsaws, taping machine, pipe threading machine, drills, jackhammer, welders, compressor, and cut off saw.
- Performs assigned work to install, connect, or repair water and sewer lines and mains, manholes and side sewers. Accomplish hookups, repairs, and tests installation in accordance with established procedures, policies, and laws.
- Proficiently operates all departmental heavy and other equipment, including but not limited to backhoe, loaders, dump truck, roller, mower, grader, snowplow, and sander trucks.
- Performs recurring inspection of sanitary sewer lines, manholes and side sewers. Operates portable and power rodder, high velocity jet flusher, to clean, flush, and restore sewer lines to satisfactory operating condition.
- Maintains roadways, including patching, filling potholes, paving, and sweeping. Performs snow removal on street and alleys, sand roads, and tree trimming/brushing activities on rights of way. Installs signs such as directional and traffic; uses power saw, paints, varnishes, and other equipment or materials; operates hand or tractor-mounted post-hole digger.



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- Performs basic carpentry and cement work, oxyacetylene cutting and burning, welding if qualified, and painting as necessary to accomplish primary activities.
- Responds to public inquiries in a courteous manner, provides information within scope of knowledge, or refers to employee of higher classification.
- Maintain public restroom facilities; garbage collection downtown, parks and cemeteries.
- Performs landscaping duties, including but not limited to mowing, weed eating, and planting, in the parks, cemeteries, open-spaces and right-of-ways.
- Perform inspection and maintenance of all equipment and vehicles to ensure safe operation and use.
- Perform all duties in compliance with established policy, procedure, or law to ensure the safety of self, co-workers, citizens, and all others. Represents the City of Roslyn in a professional manner.

Auxiliary Duties:

- Assist in the creation of departmental work plans, budgets, memos, reports, and other communications. May make presentations to City Council, Community Groups, or other bodies.
- Provide support for public events (i.e. Coal Mines Festival, Sunday Market, etc.)
- Distribute utility shut-off notices; and shut-off and turn-on utilities due to failure to pay.
- Inspect and maintain playgrounds and equipment in a safe and working condition.
- Mark grave sites in cemeteries in preparation for burials by contractor.
- Perform other duties as assigned.

Supervisory Authority: When performing the duties of a Public Works Crew Member this position receives day to day supervision from the Mayor or designee/ Public Works Director and does not typically supervise others, with the exception of guiding less knowledgeable staff on certain projects and occasional supervision of volunteers or community service workers.

Work Environment:



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Work is performed primarily outdoors in all kinds of weather exposing the employee to inclement weather and hazards related to working with and around a variety of equipment, working in confined spaces, bending, twisting, kneeling, crawling, lifting of

heavy objects, exercising physical exertion in performing heavy manual labor, and dangers related to the digging up and repairing water and sewer lines.

Knowledge, Skills, and Abilities:

- Knowledge of maintenance equipment, construction, and repair methods and procedures for streets, water and sewer lines, catch basins, and related facilities.
- Ability to use the mechanical tools of the trade.
- Ability to understand and follow written and oral directions.
- Ability to work cooperatively in a work crew and independently.
- Ability to sustain continuous physical effort including frequent bending, walking, manipulation of, and heavy lifting of heavy departmental equipment. Be able to lift and/or move 25 pounds and occasionally lift and/or move 50 pounds.
- 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 establish and maintain effective working relationships with other employees and the general public.
- Ability to operate proficiently equipment such as backhoes, front end loader, street sweeper, dump truck, road graders, and other more complex equipment.
- Computer knowledge and the ability to use Microsoft Office Software, e-mail, and the internet desired.

Education, Experience, Certificates/Licenses, and Qualifications:

- High School diploma, or G.E.D., and two years of experience in street, water and sewer system construction and maintenance and equipment operation; or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.
- Valid Washington State Driver's License with driving record acceptable to the city. Position may require valid WDM2, WTPO1 and CCS certificates, or ability to obtain at the direction of the city.

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