



**Effective Date: January 1, 2020**

**Organization:** City of Barre, Vermont, USA

**Position Title: Public Works Person B**

Streets, Water and Waste Water Division

**Department:** DPW

Pay Grade: 4

**Supervisor:** Division Foreman

Salary \$20.68 – 22.60

### Summary/Objective

The Public Person B assists the Foreman of the Streets Division, Foreman of Water Division or Sewer Division Work Leader or their designee with repair, replacement and maintenance of the City's streets, water distribution system and/or collection devices for storm water or sanitary sewer systems.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assists in the installation water lines and sewer lines; disconnects service lines; assists on installations and removals of fire hydrants; installs and repairs valves.
2. Assists in repairs to components of public works infrastructure such as meter removal or replacement, valve boxes, manhole covers, drainage structures, hydrants, water blow-offs, and hydrant flushing activities
3. Cleans drainage grates, drainage basins and clears drains of ice and snow as needed
4. Patches streets; pours cement; lays pipe; cuts weeds; builds fences and participates in snow removal activities. Digs holes, restores ground surfaces and performs restorative landscaping to provide similar before and after conditions at work sites
5. Must be able to drive cars and light duty trucks. Will be trained to operate specialized equipment, such as compactor, chain saw, small dump truck, backhoe, front-end loader; snow plow, sander, sand buggy and bobcat.
6. May be required to haul sand, road base, gravel, trench spoils and general debris to and from locations within the city limits. Will be actively placing, compacting and grading soils, sand, stone in place or into sand bags. Will be expected to assist in preventive maintenance for flood control and public works response to flood, fire or other emergency event.

7. Checks vehicles and equipment to insure proper and safe operation; performs routine maintenance and emergency repairs; reports mechanical problems to supervisor or work leader.
8. Mows, trims, edges and waters lawns and/or shrubbery at assigned facilities such as buildings, the water department owned pump houses, storage facilities and hydrants; cuts and cleans up uncontrolled weeds.

Is familiar with, and complies with all City of Barre safety rules, regulations and applicable laws and rules that supplement Bare City regulations.

9. Operates light and heavy equipment on a limited basis as assigned.
10. Assists in the operation of the sewer/drain cleaning truck with sewer department staff.
11. Performs related duties as assigned.

## Necessary Knowledge, Skills and Abilities

1. High school or technical school education and 6 months experience in construction, maintenance, customer service or public employment.
2. Ability to follow written and oral instructions
3. Ability to establish and maintain effective working relationships with other employees and the public
4. Ability to communicate effectively, both verbally and in writing.
5. Knowledge of safe use of hand and power tools.
6. Uses a methodical approach to solving problems.
7. Works in moderate levels of English reading, writing, speaking, and comprehension.
8. Works in moderate levels of mathematical processes with an emphasis on strong arithmetic skills for calculating and completing measurements.
9. Uses moderate levels of active listening, critical thinking, learning, coordination, instructing, service orientation, installation, time management, and organization.
10. Display positive attitude, strong work ethic, ability to work under pressure, and be a fast learner.
11. Ability to work as a contributing member of a work team or environment
12. Awareness of plumbing methods and techniques
13. Awareness of hydraulic concepts such as pressure, elevation and flow of water in pipes.
14. Familiarity with light equipment operating principles.
15. Familiarity with the hazards and safety precautions common to construction and maintenance operations
16. Working knowledge of minor equipment maintenance and repair functions.
17. Working knowledge in operating a variety of hand tools.

## Competencies

1. Must have a valid Vermont Commercial Driver License. Must be a certified Flagger or ability to be certified.
2. Must be able to perform duties on water, sewer or streets related tasks and generally available and respond within 30 minutes to emergency "call outs" at any time of day, year-round, regardless of weather conditions.
3. Candidate must be able to pass pre-employment physical plus drug testing prior to employment and ongoing drug free workplace program .

## Supervisory Responsibility

This position has no supervisory responsibility.

## 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.

PHYSICAL ACTIVITY REQUIREMENTS			
<ul style="list-style-type: none"> <li>Employee is responsible for wearing and maintaining personal protective equipment.</li> <li>This job requires the ability to stand for extended periods of time.</li> <li>This job requires the ability to see, whether naturally or with vision correction tools (glasses, contacts).</li> <li>This job requires the ability to hear, whether naturally or with hearing correction tools (hearing aid) in order to communicate with co-worker/supervisors/customers, and to recognize audible warning devices from trucks and equipment.</li> <li>Must have the ability to be on one's feet regularly and use hands, arms, and legs repeatedly on the job.</li> <li>Specific vision abilities required by this job include: close vision, color vision, peripheral vision, depth perception and ability to adjust focus.</li> <li>Work frequently occurs in confined areas.</li> <li>The noise level in the work environment is sometimes loud.</li> </ul>			
Primary Physical Requirements		Other Physical Requirements	
<b>Lift up to 10 lbs.:</b>	Performed regularly	<b>Twisting:</b>	Occasionally performed
<b>Lift 11 to 25 lbs.:</b>	Performed frequently	<b>Bending:</b>	Performed frequently
<b>Lift 26 to 50 lbs.:</b>	Performed frequently	<b>Crawling:</b>	Occasionally performed
<b>Lift over 50 lbs.:</b>	Occasionally performed	<b>Squatting:</b>	Occasionally performed
		<b>Kneeling:</b>	Occasionally performed
<b>Carry up to 10 lbs.:</b>	Performed frequently	<b>Crouching:</b>	NA
<b>Carry 11 to 25 lbs.:</b>	Performed frequently	<b>Climbing:</b>	Occasionally performed
<b>Carry 25 to 50 lbs.:</b>	Performed occasionally	<b>Balancing:</b>	Occasionally performed
<b>Carry over 50 lbs.:</b>	NA	Work Surfaces	
<b>Reach above shoulder height:</b>	Occasionally performed	<b>In Avg. 8 hour Day Employee is Required to:</b>	
<b>Reach at shoulder height:</b>	Performed frequently		
<b>Reach below shoulder height:</b>	Performed frequently		
		<b>Sit</b>	
		<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
<b>Push/Pull:</b>	Performed frequently	<b>Total Hrs.</b>	1 2 3 4 5 6 7 8
Hand Manipulation		<b>Stand</b>	
<b>Grasping:</b>	Performed frequently	<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8

<b>Handling:</b>	Performed frequently	<b>Total Hrs.</b>	1 2 3 4 5 6 7 8
<b>Torquing:</b>	Occasionally performed	<b>Walk</b>	
<b>Fingering:</b>	Performed frequently	<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
		<b>Total Hrs.</b>	1 2 3 4 5 6 7 8

## Work Environment

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

1. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee regularly works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
2. The noise level in the work environment is usually loud.

## Position Type/Expected Hours of Work

This position is classified as non-exempt full-time. Standard days and hours of work are Monday through Friday, 7:00 a.m. to 3:30 p.m. However, the position requires the ability to work during nonstandard hours when the need arises.

## Travel

Local travel may be required between facilities, public works garage, job sites or to vendors.

## Additional Eligibility Qualifications

None required for this position.

## Work Authorization/Security Clearance (if applicable)

Must be authorized to legally work in the United States

Must be able to get to and from work on a consistent basis

## AAP/EEO Statement

City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In

addition to federal law requirements, City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## Signatures

This job description has been approved by all levels of management:

Manager\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_