



PUBLIC WORKS SPECIALIST

DEFINITION

Under supervision, performs a variety of skilled and semi-skilled tasks in support of the Public Works Department programs, which generally includes the maintenance, repair and operation of streets, sidewalks, storm drains, parks, buildings, cemeteries and related facilities; and performs related work, as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents to this classification perform skilled and semi-skilled public works related activities, using a variety of tools and equipment ranging from small hand tools to large power equipment. An incumbent may also act in a lead person capacity on projects, advising and assisting on work performed by others. This classification is distinguished from the Public Works Assistant classification by the greater extent of technical knowledge required, thereby decreasing the need for detailed instructions.

ESSENTIAL JOB FUNCTIONS

A Public Works Specialist works individually, or as part of a crew, in a variety of activities in support of the Public Works Department's programs.

Duties may include, but are not limited to the following:

- ▶ Operates and cleans trucks, vehicles, and other large pieces of power equipment commonly used by the department.
- ▶ Safely uses and maintains small power and hand tools, such as mowers, blowers, weed eaters, shovels, picks, rakes, hoes, and hammers, as examples.
- ▶ Maintains public facilities by performing such duties as mowing, weedeating, edging, raking, hand weeding, picking up trash, watering system maintenance, and like activities.
- ▶ Applies paint to various interior and exterior surfaces by hand, roller, or spray equipment.
- ▶ Perform manual labor in the collection of garbage and waste material.
- ▶ Participate in minor street repair; maintenance to sidewalks, curbs, gutters, and storm drains; construction of retaining walls.
- ▶ Perform custodial duties such as sweeping, mopping, vacuuming, scrubbing, waxing, and minor carpentry.
- ▶ Loading and unloading supplies and materials, lifting and moving heavy objects.
- ▶ May include Cemetery Sexton responsibilities for all City cemeteries, including the development and maintenance of maps of cemetery grounds and plots; record keeping

with respect to burials and plot sales; preparation of periodic reports; grounds maintenance of cemeteries.

- ▶ Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Basic methods, terminology, tools, and equipment common to a full range of public works activities.
- Methods and procedures used in the safe and economical operation of trucks, vehicles, heavy and light power equipment, and hand tools.
- Safe work and driving practices.
- Department organization, policies and procedures, after instruction.

Ability to:

- Perform physical labor - heavy work required. Lift, carry and/or push 100 pounds with occasional lifting and/or carrying of objects weighing up to 60 pounds.
- Use and properly maintain assigned tools and equipment.
- Perform skilled and semi-skilled maintenance and repair activities, as assigned.
- Operate a vehicle, observing legal and defensive driving practices.
- Read and write at the level required for successful job performance.
- Understand and carry out verbal and written instructions.
- Establish and maintain effective relationships with co-workers and members of the public contacted during the course of work.

Education/Experience:

- Completion of the eighth grade and the ability to read and write at a level required for successful job performance. High school diploma or equivalent is preferred.
- Two years direct work experience in construction or maintenance work with hand tools, small and large power equipment and vehicles.
- At date of appointment to the position, must possess a valid Class C California Drivers License, and have a responsible driving record.
- Must have, and wear on the job, steel or safety toe boots.

WORKING CONDITIONS

Work individually or as part of a crew on assigned tasks; work on a variety of projects, which may change on a daily basis according to department priorities; walking and standing; frequent bending, twisting, squatting, lifting, and kneeling; work in inclement weather conditions; in the event of an emergency, may be required to work overtime or on the weekend.

PHYSICAL REQUIREMENTS

Must be found to be free of any physical conditions which might affect the ability of the incumbent to perform essential job functions. Physical condition shall be evaluated by a licensed physician at the City's expense, after employment offer has been made, but prior to assuming the position.