
Job Title: SYSTEMS SPECIALIST, PUBLIC WORKS

Supervisor: Operations Manager, Public Works

Type:

Department: Public Works

FLSA: Non-Exempt

PURPOSE OF POSITION

Under general supervision of the Operations Manager, performs a variety of semi-skilled to skilled duties related to the operation, maintenance, and repair of the assigned utility system. Major utility systems include water treatment, water distribution, wastewater treatment, wastewater collection, streets, or stormwater collection systems. Performs daily operation, maintenance, and repair of the specific utility system(s) assigned, and at times will provide technical or functional guidance to Public Works Technicians, temporary employees, and any necessary job orientation of other Systems Specialists. Perform assigned duties within Federal, State and City standards and regulations. Assists other Public Works divisions as needed. Responds in emergency situations.

Must be available to work overtime, call-out, weekends, and standby shifts.

ESSENTIAL JOB FUNCTIONS

Operates and maintains infrastructure and equipment within the specific utility system(s) assigned.

Collects samples and performs lab tests. Adjusts processes as needed.

Accurately maintains reports in compliance with Federal, State and local requirements

Inspects, evaluates, maintains, and repairs assigned utility system(s).

Evaluate equipment condition, and make recommendations and/or plans and schedules work to maintain and repair equipment to ensure proper system(s) functioning; identifies and troubleshoots problems with system(s) processes or components.

Monitors SCADA (telemetry) and manual controls and processes and takes corrective action as necessary to ensure effective operation of assigned utility system(s).

Assists in the training and cross training of Public Works employees in the safe and effective process operations of assigned utility system.

Works with property owners, engineers, contractors, and others to evaluate and respond to complaints, or answer questions about the City's facilities and services within assigned utility system(s).

Maintains cooperative working relationship with staff, other organizations, and the public.

Follows all safety rules and procedures for work areas; maintains work areas in a clean and orderly manner.

May provide assistance to other department personnel as workload and staffing levels dictate.

Maintains proficiency and required certifications by attending training and meetings, reading materials, and meeting with others in areas of responsibility.

Performs other duties as assigned.

SUPERVISION RECEIVED

Works under the direction of the Public Works Operations Manager, and Public Works Foreman.

SUPERVISION EXERCISED

May provide direction to Public Works Technicians, temporary employees, and, occasionally will lead a crew of 2-4 Public Works Technicians. May provide training and orientation to newly assigned personnel.. Does not exercise authority to discipline, hire or fire.

JOB QUALIFICATION REQUIREMENTS

Education/Experience: Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. *A typical way to obtain the knowledge, skills, and abilities would be: High School diploma, AND a minimum of three years of public works experience in the area of assignment. Associate's degree in applied science or similar degree is preferred.*

Only degrees received from an accredited institution will be accepted: accreditation must be recognized by the office of degree authorization, US Department of Education, as required by ORS 348.609. Final candidate will be required to provide official transcripts for required degree.

Special requirements/Licenses: A valid Oregon Driver's License is required. Possession of State of Oregon Operator Certificate(s) equal to those necessary to operate the assigned system(s) are required. Ability to obtain valid Oregon Commercial Driver's License-Class B license, CPR/First Aid, forklift certifications, confined space entry, flagging, lockout/tagout, and SCBA fit test certifications within 6 months of hire is required. Must maintain residency within thirty (30) minute response time.

Knowledge of: Public Works facilities; technical knowledge of the operation, maintenance, and repair of the assigned utility system facilities; Public Works construction, materials, equipment, tools, and parts including backhoe, 10-yard dump truck, hydro-flusher, tractor mower, and other Public Works vehicles and equipment; specific utility system operations and regulations; safety compliance; installation, planning, work processes, and inspections of Public Works operations; City infrastructure; CPR/first aid; vehicle and equipment operation; and, Federal, State, and local safety rules and regulations.

Skills: Drive and operate vehicles and Public Works equipment and tools; computer skills, preferably in Microsoft Office Suite® products including spreadsheets, database, and word processing; verbal and written communication skills; customer service skills; effective leadership skills; organizational, planning, and supervisory skills; time management skills; problem-solving skills; team building skills; and, analytical skills.

Ability to: Foster teamwork and work collaboratively in a team environment with diverse populations; communicate effectively and respectfully at all levels; read and interpret maps, sketches, and schematics; adapt to change; make objective decisions; represent the City professionally; apply professional judgment and discretion in all situations and maintain highest standards of confidentiality and appropriateness; develop and demonstrate highly effective interpersonal relationships, one-on-one, and as a team member; apply good problem-solving skills; cope effectively with conflict; work effectively and collaboratively with staff, other organizations, and the general public; safely drive and operate vehicles and Public Works equipment and tools and telephones/radios, computer, and other office equipment. Physical ability to perform the essential job functions and utilize protective clothing and gear. Pass a criminal background check.

PHYSICAL DEMANDS OF POSITION

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing up to 50 pounds on a regular basis such as equipment, tools, and materials, and may infrequently be required to lift or move materials up to 100 pounds with assistance. Manual dexterity and coordination are required more than half of the work period (approximately 80%) while operating public works equipment and tools such as vehicles/trucks, backhoes/excavators, high pressure line cleaner, vacuum excavator, street sweepers, chainsaws, hand tools, lab equipment, radios, and testing and locating equipment.

WORKING CONDITIONS

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.

While performing the duties of this position, the employee is primarily (approximately 100%) working in a Public Works environment, subject to inclement weather conditions including light variations, rain, mud, snow, heat, dust, confined space entries, heights, noise, gasoline, diesel, and uneven terrain. The employee regularly uses hearing protection, SCBAs for chlorine handling, reflective vests, hard hats, and other protective clothing and equipment.

SIGNATURES:

This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

_____ Incumbent Name	_____ Incumbent Signature	_____ Date
_____ Supervisor Name	_____ Supervisor Signature	_____ Date

Date Revised: October 2016

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