



**ORGANIZATION:** City of Tillamook  
**LOCATION:** Tillamook, Oregon  
**DEPARTMENT:** Public Works  
**JOB TITLE:** Public Works Tech

**OPENING DATE:** March 27, 2024  
**OPEN UNTIL FILLED**

Application packets may be picked up at City Hall, 210 Laurel Avenue, Tillamook between 7:30 a.m. and 5:30 p.m., Monday – Thursday, or go to [www.tillamookor.gov](http://www.tillamookor.gov) for announcement, job description and application. Questions: (503) 374-1828.

The City of Tillamook takes great pride in working hard to fulfill its Mission Statement which is to, “Continue working for a safe, livable, and economically viable community that promotes managed growth while maintaining small-town values”.

<b>JOB TITLE:</b>	Public Works Tech II	Public Works Tech III	Public Works Tech IV & V
<b>SALARY RANGE (PLUS BENEFITS):</b>	\$38,341 - \$45,781	\$42,330 - \$50,543	\$51,427 - \$67,101

**PURPOSE OF POSITION:** Perform general public works tasks to maintain the infrastructure within the city, including streets, storm and sanitary/sewer, and water distribution lines. Perform general maintenance tasks to assure an uninterrupted, adequate supply of water or wastewater collection to customers and to protect the City’s mains, valves, and water supply or wastewater treatment plant.

**JOB QUALIFICATION REQUIREMENTS:** Considerable knowledge of the proper operation, practices, methods, vehicles, tools and equipment used in the maintenance and repair of City infrastructure, including streets, rights-of-way, and storm/sanitary sewer systems; along with general equipment servicing methods, hazards and safety precautions. Equivalent to high school education and over two years of experience in public works or construction, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties, including basic computer skills and mobile communication device proficiency. Position may require weekend shifts.

**SPECIAL MINIMUM THRESHOLD REQUIREMENTS/LICENSES:** State licensing and various training/certifications required (please see complete job description on our website at [www.tillamookor.gov](http://www.tillamookor.gov)), an up-to-date immunization record, and possession of a valid Class A CDL or ability to secure one within nine months of date hired.

Complete job descriptions and applications may be picked up at Tillamook City Hall, 210 Laurel Avenue, Tillamook between 7:30 a.m. and 5:30 p.m., Monday-Thursday, or go to [www.tillamookor.gov](http://www.tillamookor.gov) for the announcement, job description and application. A resume is required. Questions: Call Human Resources at (503) 374-1828. Position recruitment will remain open until filled. EOE. Emailed applications are accepted at [humanresources@tillamookor.gov](mailto:humanresources@tillamookor.gov)

## City of Tillamook Application for Employment

Complete the entire application, or it will be deemed incomplete and may not be considered.

Position Applying For:	Name (Last, First, Middle):	Other names under which you have attended school or been employed:	
Street Address:		City, State & Zip:	
Email Address:	Home Phone:	Work Phone:	Other Phone:
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a Veteran of the US Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, attach DD214 for preference)	
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, what is your current age?	
Are you currently employed by the City of Tillamook?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what is your current job title & department?	
Have you ever been employed by the City of Tillamook?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:	
Are you related to any current City employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?	
If required for position, do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance:	
If required for position, do you have a valid CDL?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance:	
How did you learn about this employment opportunity at the City of Tillamook? Check all that apply: <input type="checkbox"/> Ad in newspaper/publication _____ (please note which) <input type="checkbox"/> Job Bulletin (Posting) <input type="checkbox"/> Walk-in <input type="checkbox"/> Dept. of Labor <input type="checkbox"/> Website _____ (please note which) <input type="checkbox"/> Referral by employee <input type="checkbox"/> Other: _____			

## SKILLS

**Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, or expert).**


HR USE ONLY: Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_

## EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			

## WORK EXPERIENCE

**Please detail your work history for the past 10-15 years.** Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment within the requested time period may be considered falsification of information. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

**PLEASE NOTE:** The City of Tillamook reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From:      To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:



Dates Employed (most recent position) From:        To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
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Organization Name and Address:

Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
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Primary duties:

Reason for Leaving:

Dates Employed (most recent position) From:        To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
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Organization Name and Address:

Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
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Primary duties:

Reason for Leaving:

Dates Employed (most recent position) From:        To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
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Organization Name and Address:

Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
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Primary duties:

Reason for Leaving:

Attach additional copies of this sheet if necessary.



## Professional Reference

1. Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

2. Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

3. Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

## Personal References

1. Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

2. Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

3. Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_



**PLEASE READ CAREFULLY, INITIAL EACH ITEM AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION:**

- I certify that the information on this application and its supporting documentation is accurate and complete.
- I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date.
- I authorize the City of Tillamook to investigate, without liability, all statements contained in this application and supporting materials.
- I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment.
- If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment.
- I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment.
- I understand that staff employees of the City of Tillamook serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law.
- If employed, I will be required to furnish proof of eligibility to work in the United States, and to comply with company and departmental regulations.
- I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to PERS (Retirement System) or to an optional retirement program, if applicable.
- I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice.
- I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### **VOLUNTARY SUPPLEMENTAL INFORMATION:**

In accordance with Federal Guidelines for Equal Opportunity Employment, the City of Tillamook is required to keep records on employee's demographic information. Submission of this portion of the application is *completely voluntary* and will not affect your consideration for employment purposes.

SEX: ☐ MALE ☐ FEMALE

Date of Birth \_\_\_\_\_ (mm/dd/yyyy)

#### **RACIAL ORIGIN:**

☐ White (not of Hispanic origin)

☐ Hispanic

☐ Black (not of Hispanic origin)

☐ Asian or Pacific Islanders

☐ American Indian or Alaska Native



<b>ORGANIZATION:</b>	City of Tillamook	<b>DATE:</b>	July 2020
<b>LOCATION:</b>	Tillamook, Oregon		
<b>DEPARTMENT:</b>	Public Works		
<b>SALARY RANGE:</b>	\$38,341-45,781		
<b>JOB TITLE:</b>	Public Works Technician II		

**PURPOSE OF POSITION:** Perform general public works maintenance tasks to maintain the infrastructure within the City, including streets, storm and sanitary/sewer, and water distribution lines. Perform general maintenance tasks to assure an uninterrupted, adequate supply of water or wastewater collection to customers and to protect the City's mains, valves, and water supply or wastewater treatment plant.

**ESSENTIAL JOB FUNCTIONS:** Install, maintain, inspect and repair water meters, reservoirs, lines, pumps, gauges, hydrants, and other related equipment. Flush dead end lines. Read meters.

Clean, maintain, inspect and repair City streets, sidewalks and right-of-ways including street sweeping and cleaning, pavement patching, concrete forming/finishing, grading, sanding/removing snow and ice, cutting and removing trees and vegetation. Lay out and paint pavement markings. Remove old pavement markings as necessary. Install, inspect, repair and replace various street and regulatory signals/signs and barricades, posts, etc. Use and operate flagging equipment to control traffic in vicinity of public works crews.

Install, maintain, inspect and repair of City sanitary sewer collection and storm drain systems, including: clean sanitary sewer and storm lines, remove debris, inspect and repair manholes and catch basins, install and remove flow monitoring equipment, mow vegetation, mix and apply chemicals. Dye and smoke test system to establish service connection, flow tests and any infiltration/ex-filtration that may be present.

This position provides on-the-ground support. After proper training, may operate various public works equipment, e.g. dump truck, loader, backhoe, vactor, street sweeper, fork lift, mower, jack hammer, chain saw, lance torch, etc. Perform operator maintenance, such as conducting pre- and post-operation checks, maintaining proper fluid levels, changing parts, cleaning, etc. Adhere to and perform established maintenance schedules on equipment and vehicles. Perform additional tasks as directed.

Perform various building/grounds maintenance tasks, including minor carpentry and plumbing duties including fire hydrant maintenance and repair.

Respond to water main breaks, service emergencies and similar problems. Determine location of shut-off valves, take emergency action to minimize damage to property, and restore service as soon as practical.

Perform various tasks related to the maintenance and operation of the Water Treatment and Waste Water Facilities. Monitor performance, make equipment and chemical adjustments, take water samples, evaluate and isolate operational problems and take corrective action as appropriate.

On-call or stand-by duty will be required on a rotating schedule, as well as in the event of storms or other natural disasters. Follow all safety rules and procedures for all property, equipment, vehicles, and work areas. Respond to public inquiries at work sites in a courteous manner.



City of Tillamook employees are also expected to report to work (or other designated area) in emergency situations (i.e.: earthquake, flood, tsunami, etc.) in order to keep the City functioning. All City employees are expected to report during disaster and emergency situations. An emergency response plan is in place, and training is provided.

**AUXILIARY JOB FUNCTIONS:** May deliver service change notifications to customers, and perform water shut-offs and turn-ons. Perform vehicle and equipment maintenance based on individual capabilities. Provide assistance to other staff as workload and staffing levels dictate. Maintain license proficiency. Meeting with others in areas of responsibility. Utility Clerk backup. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:** Knowledge of methods, materials, tools and equipment used in water distribution or wastewater collection systems; record keeping and wastewater/waterworks mathematical calculations; and the proper operation and maintenance of vehicles, tools and equipment, practices, methods, hazards and safety precautions used in the maintenance and repair of water/wastewater systems. Equivalent to high school education and one year of related experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties, including computer skills and knowledge for Utility Clerk backup, and mobile communication device proficiency.

**SPECIAL MINIMUM THRESHOLD\* REQUIREMENTS AND LICENSE MENUS:**

<b>POSESSION OF:</b>	<b>POSESSION OF <u>ONE</u> OF THE FOLLOWING STATE LICENSES:</b>
CDL Class A License	Water Distribution Level I
Up-to date immunization record	Wastewater Collection Level I

<b>POSESSION OF <u>THREE</u> OR MORE OF THE FOLLOWING**:</b>
Oregon Pesticide Applicator's License
Work Zone Traffic Control Training/Certificate
Rigger Training/Certification
Fall Protection Training/Certification
Confined Space Training/Certification
Competent Person Training/Certification
First Aid/CPR Certification
OSHA Certifications (PPE, Bloodborne Pathogens, etc.)
State and Federal Sign and Mounting Compliance Training
Environmental Best Maintenance Practices
Oregon Road Scholar Certification
Locating Certification
FEMA Training
Equipment Operator/Forklift Training
Limited Maintenance Electrician's License
Mechanic Certificates/Licensing

\*The City may consider the ability to attain, at employee's expense, some of the *minimum qualifications* within six months of hire.

**\*\*Additional applicable licensing or certifications may be considered as replacements for menu items.**

**DESIRABLE REQUIREMENTS:** Previous field experience within the water distribution and/or wastewater collection industry.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to stand, sit, bend, stoop, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Many duties are physically demanding requiring entry to confined spaces and occasionally moving materials weighing up to 125 pounds. Movement of materials weighing up to 50 pounds may consume up to 15% of the work period. Activity and types of duties performed require manual dexterity and coordination. Meter reading requires walking long distances, lifting, stooping, and bending for up to 8-hours at a time.

**WORKING CONDITIONS:** The majority of duties take place outside of buildings with exposure to all types of weather conditions and on a year-round basis, bio-hazards, traffic, dirt, oil, grease, fumes, noise and chemicals. Entry to confined spaces is required on an infrequent basis. Position is subject to emergency on-call response after normal duty hours on a rotational basis. On-call or stand-by duty will be required on a rotating schedule, as well as in the event of storms or other natural disasters.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on department policies and practices.

**SUPERVISION RECEIVED:** Works under the general supervision of the Public Works Director and receives additional direction from additional supervisors as outlined on the City's Organizational Chart.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

<b>ORGANIZATION:</b>	City of Tillamook	<b>DATE:</b>	July 2020
<b>LOCATION:</b>	Tillamook, Oregon		
<b>DEPARTMENT:</b>	Public Works		
<b>SALARY RANGE:</b>	\$42,330 - 50,543		
<b>JOB TITLE:</b>	Public Works Technician III		

**PURPOSE OF POSITION:** Perform general public works maintenance tasks to maintain the infrastructure within the City, including streets, storm and sanitary/sewer, and water distribution lines. Perform general maintenance tasks to assure an uninterrupted, adequate supply of water or wastewater collection to customers and to protect the City's mains, valves, and water supply or wastewater treatment plant.

**ESSENTIAL JOB FUNCTIONS:**

Install, maintain, inspect and repair water meters, reservoirs, lines, pumps, gauges, hydrants, and other related equipment. Flush dead end lines. Read meters. Locate City utilities.

Clean, maintain, inspect and repair City streets, sidewalks and right-of-ways including street sweeping and cleaning, pavement patching, concrete forming/finishing, grading, sanding/removing snow and ice, cutting and removing trees and vegetation. Lay out and paint pavement markings. Remove old pavement markings as necessary. Install, inspect, repair and replace various street and regulatory signals/signs and barricades, posts, etc. Use and operate flagging equipment to control traffic in vicinity of public works crews.

Install, maintain, inspect and repair of City sanitary sewer and storm drain systems, including: clean sanitary sewer and storm lines, remove debris, inspect and repair manholes and catch basins, install and remove flow monitoring equipment, mow vegetation. Dye and smoke test system to establish service connection, flow tests and any infiltration/ex-filtration that may be present. Pipe fitting, manhole installation, repair, and channeling.

After proper training, operate various public works equipment, e.g. dump truck, loader, backhoe, vactor, street sweeper, fork lift, mower, jack hammer, chain saw, lance torch, etc. Perform operator maintenance, such as conducting pre- and post-operation checks, maintaining proper fluid levels, changing parts, cleaning, etc. Adhere to and perform established maintenance schedules on equipment and vehicles. Perform additional tasks as directed.

Perform various building/grounds maintenance tasks, including minor carpentry and plumbing duties.

Respond to utility service emergencies and similar problems. Determine location of shut-off valves, take emergency action to minimize damage to property, and restore service as soon as practical.

Perform various tasks related to the maintenance and operation of the Water Treatment and Waste Water Facilities. Monitor performance, make equipment and chemical adjustments, take water samples, evaluate and isolate operational problems and take corrective action as appropriate.

On-call or stand-by duty will be required on a rotating schedule, as well as in the event of storms or other natural disasters. Follow all safety rules and procedures for all property, equipment, vehicles, and work areas. Respond to public inquiries at work sites in a courteous manner.

City of Tillamook employees are also expected to report to work (or other designated area) in emergency situations (i.e.: earthquake, flood, tsunami, etc.) in order to keep the City functioning. All City employees are expected to report during disaster and emergency situations. An emergency response plan is in place, and training is provided.

**AUXILIARY JOB FUNCTIONS:** May deliver service change notifications to customers, and perform water shut-offs and turn-ons. Perform vehicle and equipment maintenance based on individual capabilities. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner. Utility Clerk backup.

**JOB QUALIFICATION REQUIREMENTS:** Considerable knowledge of the proper operation and maintenance of vehicles, tools and equipment, practices, methods, hazards and safety precautions used in the maintenance and repair of City infrastructure, including streets, right-of-ways, and storm/sanitary sewer systems; and, general equipment servicing methods. Equivalent to high school education and over two years experience in public works or road construction, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties, including computer skills and knowledge for Utility Clerk backup, and mobile communication device proficiency.

**SPECIAL MINIMUM THRESHOLD REQUIREMENTS AND LICENSE MENUS:**

<b>POSESSION OF:</b>	<b>POSESSION OF <u>TWO</u> OR MORE OF THE FOLLOWING:</b>
CDL Class A License	Water Distribution Level 1
Up-to date immunization record	Wastewater Collection Level 1
	Water Operator Level 1
	Wastewater Operator Level 1

<b>POSESSION OF <u>SIX</u> OR MORE OF THE FOLLOWING*:</b>
Oregon Pesticide Applicator's License
Work Zone Traffic Control Training/Certificate
Rigger Training/Certification
Fall Protection Training/Certification
Confined Space Training/Certification
Competent Person Training/Certification
First Aid/CPR Certification
OSHA Certifications (PPE, Bloodborne Pathogens, etc.)
State and Federal Sign and Mounting Compliance Training
Environmental Best Maintenance Practices
Oregon Road Scholar Certification
Locating Certification

FEMA Training
Equipment Operator/Forklift Training
Limited Maintenance Electrician's License
Mechanic Certificates/Licensing

*\*Additional applicable licensing or certifications may be considered as replacements for menu items.*

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

**DESIRABLE REQUIREMENTS:** Previous field experience within the water distribution and/or wastewater collection industry.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to stand, sit, bend, stoop, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Many duties are physically demanding requiring entry to confined spaces and occasionally moving materials weighing up to 125 pounds. Movement of materials weighing up to 50 pounds may consume up to 15% of the work period. Activity and types of duties performed require manual dexterity and coordination. Meter reading requires walking long distances, lifting, stooping, and bending for up to 8-hours at a time.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

**WORKING CONDITIONS:** The majority of duties take place outside of buildings with exposure to all types of weather conditions and on a year-round basis, bio-hazards, traffic, dirt, oil, grease, fumes, noise and chemicals. Entry to confined spaces is required on an infrequent basis. Position is subject to emergency on-call response after normal duty hours on a rotational basis. On-call or stand-by duty will be required on a rotating schedule, as well as in the event of storms or other natural disasters.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on department policies and practices.

**SUPERVISION RECEIVED:** Works under the general supervision of the Public Works Director and receives additional direction from assigned supervisors as outlined on the City's Organizational Chart.

<b>ORGANIZATION:</b>	City of Tillamook	<b>DATE:</b>	July 2020
<b>LOCATION:</b>	Tillamook, Oregon		
<b>DEPARTMENT:</b>	Public Works		
<b>SALARY RANGE:</b>	\$51,427 - \$61,407		
<b>JOB TITLE:</b>	Public Works Technician IV		

**PURPOSE OF POSITION:** In a lead capacity, perform and direct the activities of a work crew performing a wide variety of tasks in the construction, maintenance and repair of the City, including streets, storm and sanitary/sewer, and water distribution lines. Perform general maintenance tasks to assure an uninterrupted, adequate supply of water or wastewater collection to customers and to protect the City's mains, valves, and water supply or wastewater treatment plant. Duties involve operating such heavy equipment as backhoe, excavator, hydro excavator and related equipment. Inspect new construction installation. Locate City lines as required.

**ESSENTIAL JOB FUNCTIONS:** Follow all safety rules and procedures including proper PPE procedures for work areas. In a lead capacity, oversee and perform the various duties necessary for the installation, operation and maintenance of the City's water distribution and wastewater collection systems. Supervise and train unskilled and semiskilled workers. Maintain stock inventory, work orders and City utility maps and plans. Install, maintain and repair water mains, hydrants, water chambers, meters, services and any fittings and related equipment. Climb ladders to clean and inspect tanks, manholes etc. Read water meters. Perform additional tasks as directed.

Locate City utilities for contractors and/or customers, to define the approximate location of City lines and services. Ensure work performed by non-City personnel does not interfere with or damage City system.

Ensure new construction, maintenance and repairs meet standards for compliance with City, State and Federal rules and regulations. Perform field inspection of new water lines, service lines, fire hydrants, valves, etc.

Respond to utility service emergencies and similar problems. Determine location of shut-off valves, take emergency action to minimize damage to property, and restore service as soon as practical.

Respond to various questions, resolve problems and provide technical assistance that arise at the work site involving work crews and the public. Be courteous in all employee and public relations.

Carry out maintenance, repair, grounds keeping, cleaning and upgrades to water/wastewater plants, roads, wells, intakes, reservoirs, watershed and all City owned buildings, properties and installations. Including carpentry ,roofing and plumbing duties. Clean and sanitize restrooms, and replenish supplies as necessary. Climb ladders and clean tanks.

This position provides on-the-ground support. After proper training, may operate various public works equipment, e.g. Dump truck, Loader, Backhoe, Vactor Truck, Street sweeper, Fork lift, Mower, Jack hammer, Chain saw, Lance torch, etc. Perform operator maintenance, such as conducting pre- and post-operation checks, maintaining proper fluid levels, changing parts, cleaning, etc. Adhere to and perform established maintenance schedules on equipment and vehicles.

In a lead capacity, oversee the cleaning, maintenance, inspection and repair of City streets, sidewalks and right-of-ways including street sweeping and cleaning, pavement patching, concrete forming/finishing, grading, sanding/removing snow and ice, cutting and removing trees and vegetation. Lay out and paint pavement markings. Remove old pavement markings as necessary. Install, inspect, repair and replace various street and regulatory signals/signs and barricades, posts, etc. Use and operate flagging equipment to control traffic in vicinity of public works crews. Maintain records of materials and equipment used, work accomplished, and related records and reports. Other duties as assigned.

Assist in water/wastewater plant operations when needed. Follow all safety rules and procedures for work areas. On-call or stand-by duty will be required on a rotating schedule, as well as in the event of storms or other natural disasters.



City of Tillamook employees are also expected to act as “first responders” in emergency situations (i.e.: earthquake, flood, tsunami, etc.) in order to keep the City functioning. All City employees are expected to report during disaster and emergency situations. An emergency response plan is in place, and training is provided.

**AUXILIARY JOB FUNCTIONS:** Read meters. Maintain field equipment by ensuring proper service and repair within individual capabilities. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Utility Clerk backup. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:** Considerable knowledge of the materials, methods and techniques used in the construction and maintenance of City utility systems, vehicles and equipment unique to utility work projects, and occupational hazards and safety precautions. Some knowledge of the principles of supervision. Equivalent to high school plus additional training and over four years related experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties, including computer skills and knowledge for Utility Clerk backup, and mobile communication device proficiency.

**SPECIAL MINIMUM THRESHOLD\* REQUIREMENTS AND LICENSE MENUS:**

<b>POSESSION OF:</b>	<b>POSESSION OF <u>TWO</u>** OR MORE OF THE FOLLOWING:</b>
CDL Class A License	Water Distribution Level 2
Up-to date immunization record	Wastewater Collection Level 2
	Water Operator Level 2
	Wastewater Operator Level 2

<b>POSESSION OF <u>NINE</u> OR MORE OF THE FOLLOWING***:</b>
Oregon Pesticide Applicator's License
Work Zone Traffic Control Training/Certificate
Rigger Training/Certification
Fall Protection Training/Certification
Confined Space Training/Certification
Competent Person Training/Certification
First Aid/CPR Certification
OSHA Certifications (PPE, Bloodborne Pathogens, etc.)
State and Federal Sign and Mounting Compliance Training

Environmental Best Maintenance Practices
Oregon Road Scholar Certification
Locating Certification
FEMA Training
Equipment Operator/Forklift Training
Limited Maintenance Electrician's License
Mechanic Certificates/Licensing

\*The City may consider the ability to attain, at employee's expense, some of the *minimum qualifications* within six months of hire. Timelines and financing for acquisition of licensing/education are subject to management's discretion.

**\*\*Specialized licensing is preferred (i.e.: both license in the same field—water OR wastewater).**

**\*\*\*Additional applicable licensing or certifications may be considered as replacements for menu items.**

**DESIRABLE REQUIREMENTS:** Previous field experience within the water distribution and/or wastewater collection industry. Previous supervisory and project management experience.

**REQUIRED PHYSICAL DEMANDS:** While performing the duties of this position, the employee is frequently required to stand for long periods of time, sit, bend, stoop, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Many duties are physically demanding requiring entry to confined spaces and occasionally moving materials weighing up to 125 pounds, ability to climb a ladder. Activity and types of duties performed require manual dexterity and coordination. Meter reading requires walking long distances for up to 8-hours at a time.

**REQUIRED WORKING CONDITIONS:** The majority of duties take place outside of buildings with exposure to all types of weather conditions and on a year-round basis, bio-hazards, traffic, dirt, oil, grease, fumes, noise and chemicals. Entry to confined spaces is required on an infrequent basis. Position is subject to emergency on-call response after normal duty hours on a rotational basis. On-call or stand-by duty will be required on a rotating schedule, as well as in the event of storms or other natural disasters.

**SUPERVISORY RESPONSIBILITIES:** Provide lead supervision to seldom over three FTE. Supervisory duties will be assigned on a per-project basis. Provides training and orientation to newly assigned personnel on department policies and practices.

**SUPERVISION RECEIVED:** Works under the general supervision of the Public Works Director and receives additional direction from other supervisors outlined on the City's Organizational Chart.