

**CLASS TITLE: Public Works Operator 1
FULL TIME**

SUPERVISION RECEIVED:

Works under the supervision of the Public Works Director

ESSENTIAL DUTIES AND RESPONSIBILITIES: - *Essential functions may include, but not limited to the following:*

Follows all standard safety practices.

Provides routine and preventative maintenance on vehicles and equipment Includes, but is not limited to, checking oils, grease, and air filters for daily use. Replaces worn or damaged parts, such as hoses, wiring, and belts, in machines and equipment, such as truck, street sweeper, and riding mower.

Working knowledge of detecting equipment that requires additional maintenance.

Ability to operate various kinds of mowing equipment, power tools and hand tools.

Ability to learn to operate dump truck, snowplow, loader, backhoe, street sweeper and Ag type tractors.

Assists in inventory parts.

Applicant must be available and willing to be on call as scheduled for after working hours, weekends, and Holidays, must be willing to work overtime as needed, must be available for standby if necessary. Respond to emergencies as needed.

Perform general building and grounds maintenance work as requested; maintains clean and orderly work areas.

Ability to learn the repair of different kinds of irrigation systems, drip lines, rotor heads, and set clocks on irrigation systems.

Other duties as assigned.

PERIPHERAL DUTIES:

Maintains departmental equipment, supplies and facilities.

A willingness to be trained and work in other Town Facilities such as the Golf Course, Ag Complex, Parks and Animal Control

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) High school diploma or GED equivalent.

(B) An equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

Must possess or be able to obtain by the time of hire, a valid Wyoming Driver's License and Commercial Driver's License. Must provide a copy of driving record at the time of application.

Necessary Knowledge, Skills and Abilities:

Some skill in operating the tools and equipment listed above.

Scope of Supervision/Management Required:

Occasionally supervises one to five people, summer hires & seasonal employees.

Need for Interpersonal/Human Relations Skills in the Position:

Requires tact and discretion in supervision and maintaining positive working relationships with other employees and the public

Need good Communications Skills.

SELECTION GUIDELINES:

Formal application; review of education and experience; oral interview; background check; final selection.

The Town of Wright is an Equal Opportunity Employer

The Town of Wright has a 6-month new hire trial service period.

PHYSICAL DEMANDS/REQUIREMENTS:

The physical demands described here are the representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work is performed mostly in outdoor or shop settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

Physical strength and agility required daily.

While performing the duties of this job, the employee is occasionally required to stand, walk, lift, carry or move heavy equipment. use hand to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employees are occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear, smell, ascend or descend ladders,

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to focus.

WORK ENVIRONMENT:

More than ordinary exposures to some disagreeable conditions, either in the way of frequent exposure to a condition of minor discomfort or infrequent exposure to a condition of considerable discomfort, hazard, exposure to elements of other inconveniences during a major portion of the time.

The work environment characteristics described here are the representative of those on 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 job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and. /or humid conditions.

The noise level in the work environment in usually moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the requirements of the job change.

Approval: _____
Mayor

Approval: _____
Supervisor

Approval: _____
Employee

Effective Date: _____