



City of Adams

P.O. Box 20 190 North Main Street
 Adams, Oregon 97810
 Phone: 541-566-9380 Fax: 541-566-2077

Email: cityofadams@wtechlink.us
 Web: www.cityofadamsoregon.com

Job Description Form

Division/Department:	City of Adams, Public Works		
Location :	Adams, Oregon		
Job Title:	CITY MAINTENANCE AND UTILITY OPERATOR	Compensation:	
Reports to:	Mayor or designee	Title:	City Council

Level/Grade:	City Recorder / Financial Officer / Water Clerk	Type of position:	Hours <u>40</u> / week
		<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> FLSA Exempt
		<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> FLSA Non-exempt
		<input type="checkbox"/> Paid-on-call	
		<input type="checkbox"/> Volunteer	

GENERAL DESCRIPTION

The City of Adams Maintenance and Utility Operator is a full-time position operating within the Public Works Department of the City of Adams, Oregon. This position is responsible for accomplishing, either directly or indirectly, the overall maintenance and operations for the Public Works Department including Building Facilities, Street Maintenance, Water Utilities, and Parks.

This position requires a self-starting responsible individual who has a multi-talented background, has strong organizational skills, and the ability to work independently and learn/problem solve new duties through operating manuals, online documents and/or seeking advice from other professionals.

This position requires a 40-hour workweek, call-outs, and some weekend and evening hours. To perform this job successfully, an individual must be able to perform each essential duty efficiently and in case of an emergency, must be able to arrive at the City within 30 minutes of being notified.

Safety, efficiency, and budget awareness must always be maintained. A pleasant, professional, and willing attitude are expected at all times when representing the City of Adams. Must be able to work tactfully and professionally with the public and co-workers.

Work is principally performed outdoors, including during inclement weather, as well as, during hot and cold extremes. Travel is required on occasion. The City of Adams is an Equal Opportunity Employer.

SPECIALIZED DUTIES AND RESPONSIBILITIES

WATER DEPT:

- Operate and maintain the public water system in accordance with State and Federal regulations and in accordance with Council expectations and defined responsible business practices as they pertain to operating a municipal utility in cooperation with City Recorder.
- Perform and submit routine and periodic water sample testing as required by Oregon State Health Authority, prepare and maintain well reports, conduct monthly meter reading, and be able to maintain all regulatory documentation for state agencies in a timely manner. Promptly perform, oversee, coordinate, and maintain all water system improvements, repairs, and maintenance.
- Oversee daily operations and maintenance of city's water distribution system, including, but not limited to, packing/unpacking of water meters, cycling of valves, maintenance of city well and pump equipment, assessment of pump and well performance, and periodic testing of water system back-up systems.

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	<ul style="list-style-type: none"> Oversee annual backflow device testing and submit annual reports to State Drinking Water Program before June 1st. Record monthly water meter readings and report to City Recorder prior to 20th of each month for billing purposes. Promptly perform water turn on and turn offs for city customers; deliver shutoff notices to water customers as advised by the City Recorder. Perform annual flushing of the water system via fire hydrants as needed, unless required more frequently due to water quality concerns. Replace water meters as needed. Repairs and system improvements are performed as advised by the City Council and as city budgets will allow. Work closely with council water manager on water projects, and notify manager or council member, immediately of any emergency issues. Winterize city water and irrigation systems annually as required to prevent frost/freeze damage to water lines. 		
	<p>STREET DEPT:</p> <ul style="list-style-type: none"> Maintain all public streets, including, but not limited to, filling of holes, roadway sealing, and other necessary repairs; maintain records; and complete all street projects and upgrades in a prompt and scheduled manner at the direction of the City Council. Maintain streets, alleys, sidewalks and right of ways for the safety and utility of the public and in a manner consistent with City Codes. Maintenance shall include, but not be limited to, clearing of snow, rock, mud, weeds, grass, and debris using all manners and types of equipment, such as trucks, tractors, back hoes, road graders, lawn mowers, weed eaters, and other equipment. Apply asphalt, gravel, or concrete patching in an expeditious and timely manner to maintain safe and passable roadways within the City. Cut weeds/vegetation on public right of ways to maintain vegetation at height at, or below, levels established by City Codes; clear ditches and drainages of debris and vegetation to ensure proper water drainage and prevent flood or high-water damage. Spray herbicides in accordance with Oregon Department of Agriculture regulations. Acquire and maintain appropriate licenses. Application of herbicides is to occur in a timely and appropriate manner so as to control the growth and spread of noxious weeds and grasses within the City and around City property. Repair and replace street regulatory, directional, and informational signs and posts as needed or as required by State Law. 		
	<p>PARK DEPT:</p> <ul style="list-style-type: none"> Keep grass areas mowed and trimmed to under 4" in height, within the city park, around the outside of the chain-link fence of Loiland Field, the skate park and beside city hall. Maintain flower beds by keeping them weed free and planting per request of the Parks Committee Chair. Trim trees and shrubs once a year to maintain their proper shape. Remove visible walkway debris (including leaves, grass clippings and trash) as needed. Pick-up visible litter, empty garbage cans and clean restrooms weekly. Remove fallen leaves as needed and prior to the first snow fall. Spray herbicides in accordance with Oregon Department of Agriculture regulations, in the spring, once temperatures are reliably 60 degrees during the day. Repeat as needed to eliminate the growth of weeds. Operate irrigation system; activate in spring, set timers for seasonal adjustments, winterize by October 1st, repair/replace sprinkler heads and irrigation lines as needed in the park, Loiland Field and beside city hall. Painting/staining of park playground equipment, picnic tables, shelter and restrooms as needed, but at least every 5 years. Electrical and structural repairs to public buildings and restrooms must be reported to the city council within 4 weeks of being reported and/or discovered. Perform routine maintenance on city structures: Clean/clean air conditioner filters annually, replace light fixtures and/or bulbs when needed. Ensure all facilities meet or exceed state building codes of safety. 		

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	<ul style="list-style-type: none"> • Report all needed electrical and structural repairs needed to public buildings and restrooms to the supervisor and/or city council in a timely manner. • Clean and adjust security camera lenses regularly, or when requested by the city recorder, supervisor or a city council member. • Conduct routine maintenance of all city equipment, to include, but not limited to trucks, tractors, back hoe, road grader, lawn mowers, weed eaters, and small engines; including but not limited to, grease, oil, filter changes and winterization prior to first freeze. Utilize proper record keeping of maintenance logs (preferably electronic, but legibly hand written is acceptable) for all motorized equipment, readily accessible for inspection. • Change out and/or sharpen lawn mower blades and belts as needed. • Ensure all equipment, including hand equipment, is in good repair, clean and safe for employee use. • Hand equipment is to be kept in a cabinet where the other equipment is stored. • Other duties as assigned. 		
	<p>JANITORIAL:</p> <ul style="list-style-type: none"> • Clean city hall once per week: remove trash, vacuum carpets, sweep hard floors, spot mop as needed, clean and sanitize toilet and sink. Restock paper products. Remove visible debris from outside of City Hall as needed. • Clean and maintain public restrooms: remove trash, sweep & mop hard floors, clean and sanitize toilet and sink. Restock paper products. 		
	<p>MEETINGS (Mandatory)</p> <ol style="list-style-type: none"> 1. Council: Meets once a month at 7: 00 pm, the dates are preset in advance and published, or at other times when needed. 2. Planning Commission: Meets once a month at 6:30 pm on the 1st Thursday of the month or as needed. Need to be there to obtain information as requested. 3. Executive sessions: When requested to attend. 		

Division/Department:	City of Adams, Administration Department		
Location :	Adams, Oregon		
Job Title:	RECORDER / FINANCIAL OFFICER / WATER CLERK	Compensation:	
Reports to:	Mayor or designee	Title:	City Council

WORK EXPERIENCE REQUIREMENTS

- Must be able to read, write, and understand English;
- Knowledge of and skills in written and verbal communications;
- Ability to work harmoniously with co-workers, council, planning commission, and general public;
- Deal effectively with frequent interruptions;
- Establish priorities and organize workload;
- Maintain organized and legible records;
- Work with limited supervision and use independent judgment in making decisions;
- Interpret governing laws, codes, and regulations;
- Monitor and control expenditures within budgetary constraints;
- Maintain confidentiality of sensitive subject matter;
- Must have skill in budgetary forecasting and prioritizing;
- Must have the ability to handle stressful situations;
- Ability to read, understands, and explains ordinances and policies.

EDUCATION REQUIREMENTS

- Minimum High School graduate or equivalent education; preference given to Associate or Bachelor's Degree in related field;
- Preference given to public works experience;
- Computer and general office machine experience required, including computer applications;
- A valid Oregon Driver's License;
- Water Distribution I Certificate must be obtained within 12 months of employment;
- Public applicator license, including Right of Way and Ornamental and Turf applications within 6 months of employment;
- Additional continuing education (CE) may be required at the discretion of the City Council;
- Position must submit to background check and drug screening prior to employment.

REVIEWED BY:	<i>Title:</i>
APPROVED BY:	<i>Title:</i>
DATE POSTED:	
DATE HIRED:	