



**TOWN OF DEWEY-HUMBOLDT**  
**P.O. BOX 69**  
**HUMBOLDT, AZ 86329**  
**Phone 928-632-7362 ▪ Fax 928-632-7365**

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**PUBLIC WORKS OPERATOR**  
**JOB DESCRIPTION**

**Job Objectives.** The purpose of this position is to do skilled manual work in the performance of laboring tasks and operating a variety of Public Works construction and maintenance equipment in a context of public scrutiny and interaction.

**Supervision Received and Exercised.** Receive general supervision from the Public Works Director

**Position Accountabilities.** May include, but are not limited to, the following:

- Road maintenance, patch pot holes and road failures with appropriate material, clear trees, brush and vegetation, mow rights-of-way, maintain ditches/culverts, and other maintenance functions as needed.
- Loads and unloads heavy material from trucks. Moves equipment and large bulky objects.
- Operate light to heavy equipment. Operates bush hog, tractors, backhoes, excavators, mowers, dump and flatbed trucks, water trucks and other equipment as needed.
- Loads trash and debris from right of way on truck. Unloads trash and other materials. Picks up boxes and other materials.
- Performs preventative maintenance and services equipment as needed.
- Maintains Town property in clean and sanitary condition.
- Observes traffic control safety devices as necessary to ensure safe working conditions and procedures; directs traffic and places traffic signs as required.
- Perform on-call duties when needed.
- Respond to citizen requests. Perform related duties, as assigned by the Public Works Director.
- Inspects capital improvement projects for compliance with plans and specifications.
- Documents duties and activities performed using word processing software. Completes all required paperwork to include work reports, equipment and vehicle checklists and time sheets.
- Perform assigned duties in a safe and responsible manner that does not expose the employee, co-workers, or the public to unnecessary risk of danger.
- Perform maintenance or labor tasks as assigned.

## **Critical Skills/Expertise.**

**Experience and Training:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Experience: At least five (5) years' experience in manual labor, including the operation of light, medium, and heavy construction equipment. Road and right-of-way construction is essential. Maintenance activities as applied to the field of municipal public works, including equipment operation; technical documentation involved in the conduct of municipal public works maintenance programs; ability to interpret plans and specifications relating to engineering projects; construction oversight for roadway improvement projects.
- Training: Preference is given for persons who have a High School Diploma or General Education Degree (GED) equivalency and proof of training completion awards, particularly in the areas of safety and heavy equipment.
- Knowledge: Applicable regulations, traffic laws, and safety precautions involved in medium equipment operation. General knowledge of the occupational hazards involved and the safety precautions necessary to the proper operation of varied construction and maintenance equipment; skill and care in the operation of several types of trucks and construction equipment.

**Supervision:** Work requires monitoring work performance of contractors performing Public Works activities.

**Human Collaboration Skills:** Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. This position provides indirect customer service to members of the general public, on a daily basis, by maintaining road safety.

**Freedom to Act:** The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

**Technical Skills:** Work requires:

- Comprehensive knowledge of the methods and procedures used in the operation of equipment including; front-end loaders and back-hoes and related equipment in the maintenance of roads and drainage facilities; large and small mowing equipment used in maintaining right-of-way; attachments including gannons, buckets, mower decks, and augers. Must have experience utilizing the equipment to perform roadway maintenance duties such as establishing roadside ditches, removing debris from road surface, cleaning culverts, sign post installations, and weed abatement.
- Knowledge of tools and equipment used in construction and maintenance, and perform minor repairs.
- Knowledge of occupational hazards connected with construction and maintenance.
- Ability to learn new methods of operating and maintaining tools and equipment.
- Ability to perform manual labor and effectively operate construction equipment.
- Ability to understand and follow instructions.

- Ability to perform mathematical functions needed to complete tasks.
- Skill in using hand tools.
- Ability to implement and follow safety procedures.
- Knowledge of traffic and work zone safety as necessary to ensure safe working conditions and procedures.
- Knowledge of proper street sign installation.
- Knowledge of word processing software.

**Additional Requirements.**

**Physical Requirements:**

- Sufficient physical strength, agility and freedom from disabling defects to perform heavy manual labor.
- Heavy lifting and carrying (45 pounds or over).
- Acceptable vision (with or without correction). Special vision requirements of this position include close, color, and peripheral vision, depth perception, and the ability to adjust focus.
- Acceptable hearing (with or without hearing aid).
- Pulling, pushing, walking, standing, kneeling, bending, balancing, and stooping as required.
- Climbing a stepladder.
- Skills and dexterity to effectively and efficiently operate equipment as needed.

**Work Environment:** Position is subject to work inside and outside in varying weather conditions, with exposure to dust and dirt, and occasionally below ground level in ditches.

**License or Certificate:** Must have an Arizona Class C Driver's License with the ability to obtain a class B CDL (preferably with a Tanker endorsement) within 1 year.

**FLSA Status:** Non-exempt.

**Developed:** September 27, 2013.

**Revised:** November 4, 2014

DURING THE SELECTION PROCESS, ANY APPLICANT REQUIRING ACCOMMODATION FOR A DISABILITY SHOULD ADVISE THE TOWN.

EOE M/F/D/V

AN EQUAL OPPORTUNITY EMPLOYER

OPORTUNIDAD DE EMPLEO CON DERECHOS IGUALES

Town of Dewey-Humboldt P.O. Box 69 Humboldt, AZ 86329 928-632-8562 ▪ Fax 928-632-7365