



JOB DESCRIPTION: PUBLIC WORKS APPRENTICE



Last Revised: ____ November 2019 ____

GENERAL PURPOSE:

Under policy direction from the Mayor and/or City Council, the Public Works Apprentice will work directly under the Tetonia Public Works Director to plan, organize, direct, and integrate the City's public works and utilities activities and functions; provides expertise in areas including, but not limited to, municipal water, wastewater, street and landscape maintenance; and performs related duties as required and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Council Meetings

This position will be required to attend monthly City Council meetings and special meetings as needed.

WATER

Follow and maintain standard operating procedures under the direction of the Tetonia Public Works Director for the water system Follow and maintain Federal, State, and local regulations concerning the drinking water system (examples: water sampling, meter reading, water leak repair, and installation of new service).

WASTE WATER

Follow and maintain standard operating procedures for the wastewater collection system Follow and maintain Federal, State, and local regulations pertaining to wastewater collections (examples: sampling, lift station maintenance, and installation of new service) Follow and maintain standard operating procedure for the wastewater lagoons Follow and maintain Federal, State, and local regulations pertaining to wastewater lagoons Follow and maintain standard operation regulations for wastewater reuse and land application Follow and maintain Federal, State, and local regulations pertaining to wastewater reuse and land application (examples: treatment and chlorination).

CITY PARKS/LAND

Responsible for maintenance and upkeep of all City owned property (examples: mowing, trimming, sprinkling system(s), painting and repairs as needed).

STREETS

Snow removal maintenance of streets as needed (examples: grading, gravel over-lay) Clearing of alleyways as needed Maintenance and repair of lights and signage.

DESIRED MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Theory, principles, practices, and techniques of public works, municipal water and sewer engineering, and utilities maintenance functions Applicable Federal, State, and local laws, municipal code and regulations governing utilities functions and activities.

ABILITY TO:

Plan, direct, and integrate broad, comprehensive public works and utilities programs and activities Analyze maintenance issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action within budget constraints Exercise sound, expert independent judgment within general policy guidelines Establish and maintain effective working relationships with the City Council, officials, other governmental and regulatory officials, staff, private and community organizations, and others encountered in the course of work. Operate a variety of light and heavy equipment including hand and power tools, backhoe, grader, mowers, and pumps. Must be able to time manage well.

LICENSES, CERTIFICATIONS, SPECIAL REQUIREMENTS:

High School Diploma or GED An unrestricted Class D Idaho Driver's License (CDL desirable) Idaho State Licensure (Desired; all must be obtained with-in one year of hire): Drinking Water Distribution Very Small Water System (Class I desirable); Waste Water Collections - Class I, Waste Water Treatment -Class I; Waste Water Treatment -Land Application.

PHYSICAL ABILITIES

Sufficient clarity of speech and hearing which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person Sufficient visual acuity which permits the employee to comprehend written work instructions and to safely operate equipment Sufficient manual dexterity which permits the employee to perform general manual labor and operate equipment

Sufficient personal mobility, flexibility, and balance which permits the employee to perform manual labor, move objects that weigh 50 pounds or more, and stand for extended periods of time.

This position requires performing repetitive hand movement in gripping and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.

WORK ENVIRONMENT

The principal duties of this job include typical office conditions and include a general outdoor environment which may expose the employee to hazardous working conditions, inclement weather, and high noise levels.

HOURS Full Time Flex, not to exceed 40 hours per week, or specified by the Tetonia City Council; On-call 24/7.

WAGE:

BASE + Licensure

No On-call Pay

BENEFITS:

Paid Federal Holidays (10) per City Policy

PERSI Retirement Match per Idaho policy

Sick Leave and Vacation Leave per City policy