

**CITY OF VALLEY CITY, NORTH DAKOTA  
PUBLIC WORKS SPECIALIST II  
JOB DESCRIPTION**

**Title:** Public Works Specialist II  
**Department:** Public Works  
**Reports To:** Operations Superintendent  
**Supervisory Position:** No

**Date:** 08/23/2022  
**Status:** Non-Exempt  
**Class Grade:** B-22

**POSITION OBJECTIVE and PURPOSE:**

The Public Works Specialist II is responsible for performing a wide variety of duties in the installation, maintenance, and repair of streets, water distribution and sewage collection systems, as well as collection of solid waste. Depending on area assigned, duties may include: repairing and maintaining streets; inspecting and maintaining the lagoon, lift stations, water pump booster stations, water towers, and water pumping stations; maintaining records for lift stations and the lagoon; maintaining operations of sewer main and inspecting sewer manholes; repairing and maintaining equipment; and helping any crew that is short-handed or needs help during an emergency; performing sanitation services; operating the transfer station; performing flood control; and, working with NDDEQ on water testing and draining the lagoon.

**DISTINGUISHING CHARACTERISTICS:**

The Public Works Specialist II is the second level of a three-level Public Works series. This classification is distinguished from other classifications by its responsibility for operating and maintaining heavy equipment and/or possessing three Grade II certifications in water and sewage systems; there are no supervisory responsibilities. The Public Works Specialist II has a Commercial Driver's License at entry.

**ESSENTIAL DUTIES:**

1. Repairs and maintains streets which includes: painting curbs and street lines; repairing or replacing street signs; fixing potholes and sealing cracks; cleaning street drains; removing snow on city streets; chipping trees; mowing grass; sanding and sweeping city streets; and pest and weed control.
2. Inspects and maintains the lagoon, lift stations, water pump booster stations, water towers, and water pumping stations to include the following: operating pumps and other equipment in lift stations; ensuring that pumps are operating correctly; making adjustments to pumps and equipment to pull the correct amperage and gallons; performing preventative maintenance; and cleaning bar screens at master lift.
3. Maintains records for lift stations and the lagoon by keeping logs and journals for all maintenance performed, number of hours of run time and pH levels, and recording monthly readings.
4. Maintains operations of sewer main and inspects sewer manholes, which includes the following: cleaning out plugs; keeping air relief valves working and cleaned; cleaning and repairing storm sewers; and repairing leaks.
5. Operates heavy equipment including backhoe, loader, dump truck, digger, bucket truck, and motor grader.

6. Repairs and maintains equipment by: conducting inventories; performing daily inspections; greasing parts; changing oil, headlights, and signal lights; washing equipment; and welding.
7. Helps any crew that is shorthanded or needs help during an emergency, which includes the following: responding to power outages, service calls, and emergencies during storms and emergency situations; helping Water Operations with water main breaks, flushing hydrants, and culvert placement; finding locations for water and sewer lines; performing water and sewer taps; installing water valves and mains; installing meters and remotes; helping the line crew pull wire and meters; and operating payloaders, street sweepers, dump trucks, and trenchers.
8. Performs sanitation services by: operating garbage truck; collecting refuse; and delivering refuse to landfill.
9. Operates the transfer station which includes: weighing vehicles; ensuring customers dump garbage in correct location; collecting money from customers; and entering information on computers.
10. Performs flood control which includes: hauling sand, clay, and equipment; filling bags with sand; building dikes; and pumping water out of areas.
11. Works with the NDDEQ on water testing and draining the lagoon which includes testing pH.
12. Rotating stand-by status: On stand-by and ready to report to work within 30 minutes of being called in. The stand-by duty week will be from 7:00 A.M. Thursday through 7:00 A.M. the following Thursday.
13. Performs other duties of a similar nature or level, as assigned.

**EDUCATION and EXPERIENCE:**

High School Diploma or general Equivalency Degree (G.E.D.), up to two years of vocational training depending on area of assignment, and two years of experience operating heavy equipment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge of:

- Sewer and storm drainage systems and the gates to close for flooding;
- Safety rules and regulations;
- Heavy equipment operations;
- Locations of valves, manholes, sewer mains, and hydrants
- Operations, services, and activities of a City street maintenance program
- Methods, techniques, tools, and equipment used in the installation, repair, and maintenance of streets, gutters, sidewalks, storm drains and related facilities
- Water distribution systems
- Proper disposal and storage of hazardous waste materials

**MINIMUM QUALIFICATIONS:**

Skill in:

- Using computers and related software applications;
- Using equipment such as locators, sewer trucks, backhoes, loaders, tapping machines, water main cutters, dumptrucks, tools, welders, jack hammers, packers, digger trucks, bucket trucks, dump

trucks, skidsteers, voltmeters, phasing sticks, ampmeters, grounding chains, chippers, sewage gas testers, street sweepers, blades, snow blowers, vacu-trucks, garbage trucks, lawn mowers, chain saws, sanding trucks, and pumps;

- Taking a pH test
- Installing and repairing water meters
- Repairing water and sewer lines
- Controlling water flow by adjusting valves and shutting off water breaks
- Reading blueprints and marks for underground services;
- Performing oil changes and maintaining equipment;
- Dumping compost and various types of refuse in proper locations;
- Setting chains for spreading gravel;
- Maintaining records;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., which is sufficient to exchange or convey information and to receive work direction.

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Employees in this class may be subjected to moving mechanical parts, electrical currents, vibrations, personal injury, fumes, odors, dusts, gases, chemicals, oils, extreme temperatures, intense noises, and travel.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

### **LICENSING REQUIREMENTS**

- Valid North Dakota Commercial Driver's License
- Grade II Wastewater Collection Certification
- Grade II Wastewater Treatment Certification
- Grade II Water Distribution Certification
- Field pH Testing Certificate
- North Dakota Pesticide Certification (within two years of hire date)