

# City of Claremont, New Hampshire

## Position Description

**Position Title:** Public Works Employee  
**Reports to:** Division Superintendent & Foremen  
**Department:** Department of Public Works  
**FLSA Status:** Non - Exempt

**Union/Merit:** AFSME Union - DPW  
**Grade Level-Points:** Grade 14 thru 15  
**Revised/Updated:**

### Job Summary

The incumbent performs a variety of skilled AND unskilled duties involving the maintenance, repair and construction of the city infrastructure to facilitate the achievement of common social and economic objectives of the citizens of Claremont.

The city infrastructure entrusted to the employees of the Department of Public Works includes, transportation and drainage systems; water supply, treatment and distribution systems; and, waste water collection and treatment systems. The incumbent will also be involved with the operation and maintenance of city cemeteries; solid waste disposal facilities, and other public properties.

In as much as a Public Works Employee on a regular basis is working in the public eye the incumbent must maintain a level of decorum that earns the confidence of the city shareholders (citizens) and builds the credibility of the public works department and city administration.

**Essential Job Functions** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Proper and safe use of hand tools used in the maintenance and construction functions of the divisions of the public works such as hand shovels rakes picks crowbars brooms and the like.
2. Proper and safe operation of any and all assigned vehicles used in the maintenance and construction functions of the divisions of the public works department.
3. Proper and safe operation of light, medium and heavy equipment used in the maintenance and construction functions of the divisions of the public works department.
4. Work associated with the maintenance, repair and installation of water storage facilities, pump stations, distribution pipe-lines, gate valves, fire hydrants and appurtenances.
5. Regular reading of water meters and work associated with the maintenance, repair and installation of water service connections including meters and backflow prevention devices.

Page 1 of 5

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## **City of Claremont, New Hampshire Position Description**

6. Work associated with the maintenance, repair and installation of sanitary sewer pipes, manholes, cleanouts, pumping stations and appurtenances.
7. Work associated with the maintenance, repair and installation of storm water drainage facilities including road-side ditches, culverts, catch basins, drain manholes and appurtenances.
8. Work associated with the maintenance, repair and installation of roads, sidewalks and curbing. This work includes street sweeping, pothole patching, removing and / or resetting curb, graveling and grading, concrete work and the like.
9. Work associated with the maintenance, repair and installation of regulatory signs for traffic enforcement, street signs and, traffic warning and informational signs.
10. Work associated with the maintenance, repair of the road-sides and public grounds including mowing, trash pickup, watering, fertilizing, digging, planting and related work.
11. Work associated with the operations and maintenance, of the city cemeteries including internments, grave-site restoration and maintenance, mowing and snow plowing as required.
12. Work associated with the operations and maintenance of a city solid waste transfer station.
13. Work associated with the maintenance and repair of buildings and shops.
14. Work associated with the maintenance and removal of trees including pruning, the removal of dead weak or infected limbs and treatment to prevent against disease and insects.
15. Provide direction and/or guidance to lower graded personnel assigned to the work.
16. The performance of other duties as required to carry out the mission of the public works department and to promote the credibility and confidence of the department.
17. Performs other related duties as assigned

Page 2 of 5

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## **Desired Minimum Qualifications**

### *Education and Experience:*

The candidate for this position shall have a high school diploma and, preferably, some post high school training at a trade school related to heavy construction and/or public works operations. Additionally a candidate for this position should have two years of related construction experience; OR any combination of education, training and experience that demonstrates an aptitude and the knowledge, skills and abilities for the job.

### *Necessary Knowledge, Skills and Abilities:*

- Knowledge of tools and materials used in construction and maintenance work.
- Ability to perform manual labor for extended periods of time.
- Knowledge of occupational hazards involved and safety precautions necessary for the safe operation and ability to operate equipment in a manner which assures safety to self, co-workers, public and equipment.
- Knowledge of and skill in the operations, maintenance and use of light to heavy motor equipment including the operation of such equipment over rough, icy or unstable conditions.
- Ability to understand and follow directions/instructions.
- Ability to maintain basic records.

## **Supervision Received**

The incumbent works under the general direction of the superintendents and working foreman. The division foremen will assign the specific task, provide general guidance and review the progress of the assignments. Many assignments are to be accomplished with a degree of independence.

## **Supervision Exercised**

It is expected that the more experienced members of the department will provide advice and guidance to the less experienced employees in an effort to raise the standard for performance in the department

## **Responsibility for Public Contact**

Daily contact requiring courtesy, discretion, and sound judgment.

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## **Licensing & Certifications**

CDL –A shall be required of all new employees within the established probation period. Additional training and certifications are required to advance in the established pay grades as provided for in the collective bargaining agreement.

Must maintain a valid motor vehicle CDL – A license.

Must maintain any required approvals and designations as required for specific pay grade.

## **Tools & Equipment Used**

A variety of light, medium and heavy equipment to include but not limited to; mowers, weed-wackers, chainsaws, sweepers, rollers, catch basin cleaners, snow removal trucks with plows, back hoes and front end loaders, fertilizing and landscaping equipment, tractors, aerators, small trucks and park utility vehicles.

## **Typical Work Surface(s):**

Work bench, truck bed, ground, wood, tile, cement and carpeted floors, various turf surfaces; rough or uneven terrain; asphalt, stone or soil surfaces.

## **Typical Controls & Equipment:**

Vehicles, telephones, cell phones, radios, and various equipment.

## **Typical Work Environment:**

Inside: 15%                      Outside: 85% \*Depending on season

## **Summary of Occupational Exposures:**

The incumbent may occasionally be exposed to mechanical fluids, turf and aquatic chemicals and fluids, copier, fax and printer inks and fluids as well as exposure to sunlight, insects, domestic and wild animals and all New England weather conditions.

The incumbent's working conditions are typically noisy to moderately loud.

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## Physical Activity Requirements

### PRIMARY PHYSICAL REQUIREMENTS

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<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Frequently required
<u>LIFT 26 to 50 lbs.:</u>	Occasionally required
<u>LIFT over 50 lbs.:</u>	Occasionally required

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<u>CARRY up to 10 lbs.:</u>	Frequently required
<u>CARRY 11 to 25 lbs.:</u>	Frequently required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Occasionally required

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<u>REACH above shoulder height:</u>	Frequently required
<u>REACH at shoulder height:</u>	Frequently required
<u>REACH below shoulder height:</u>	Frequently required
<u>PUSH/PULL:</u>	Frequently required

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### OTHER PHYSICAL CONSIDERATIONS

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<u>Twisting:</u>	Frequently required
<u>Bending:</u>	Frequently required
<u>Crawling:</u>	Occasionally required
<u>Squatting:</u>	Frequently required
<u>Kneeling:</u>	Frequently required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Occasionally required
<u>Balancing:</u>	Occasionally required
<u>Grasping:</u>	Frequently required
<u>Handling:</u>	Frequently required
<u>Torquing:</u>	Occasionally required
<u>Fingering:</u>	Rarely required

### DURING AN 8-HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

	Consecutive Hours	Total Hours
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

### Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting :</u>	Not required for the performance of the functions of this position.
<u>Smelling:</u>	Occasionally required for performance of the functions of this position.

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