

# 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 16 & 17  
**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, wastewater 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):

In addition to the essential job functions of a public works employee outlined below the incumbent in a special skilled position shall:

1. Back flow / Meters.
2. Mechanic / welder
3. Scheduler / Purchaser / Inventory Clerk
4. Trainer / Certifier
5. Crew Leader / Working Foreman / Cemetery Foreman and/or
6. Transfer Station License

Page 1 of 6

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Essential job functions of a public works employee:

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 pipelines, 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.
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 roadside 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 roadsides and public grounds including mowing, trash pickup, and watering, fertilizing, digging, planting and related work.

Page 2 of 6

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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. 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.
16. Performs other related duties as assigned

### **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 five years of related construction experience and two years experience in the area of speciality; 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:*

- Considerable knowledge of tools and materials used in construction and maintenance work.
- Ability to perform manual labor for extended periods of time.
- Considerable knowledge of occupational hazards involved and safety precautions necessary for safe operation and ability to operate equipment in a manner which assures safety to self, co-workers , public and equipment.
- Considerable 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 and handle computer input.

### **Supervision Received**

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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.

### **Licensing & Certifications**

CDL –B 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 – B license.

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

Must hold state inspection certificate

### **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, park utility vehicles and other miscellaneous tools and equipment.

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

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Work bench, , vehicle, 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 be occasionally 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.

### Physical Activity Requirements

#### PRIMARY PHYSICAL REQUIREMENTS

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LIFT up to 10 lbs.:              Frequently required  
LIFT 11 to 25 lbs.:              Frequently required  
LIFT 26 to 50 lbs.:              Frequently required  
LIFT over 50 lbs.:              Occasionally required

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CARRY up to 10 lbs.:              Frequently required

#### OTHER PHYSICAL CONSIDERATIONS

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Twisting:                      Frequently required  
Bending:                      Frequently required  
Crawling:                      Occasionally required  
Squatting:                      Frequently required  
Kneeling:                      Frequently required  
Crouching:                      Occasionally required

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<u>CARRY 11 to 25 lbs.:</u>	Frequently required	<u>Climbing:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Frequently required	<u>Balancing:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Occasionally required	<u>Grasping:</u>	Frequently required
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<u>REACH above shoulder height:</u>	Frequently required	<u>Handling:</u>	Frequently required
<u>REACH at shoulder height:</u>	Frequently required	<u>Torquing:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Frequently required	<u>Fingering:</u>	Frequently required
<u>PUSH/PULL:</u>	Frequently required		

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

	<u>Consecutive Hours</u>	<u>Total Hours</u>
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 &amp; Smelling:</u>	Not required for the performance of the functions of this position.

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