

POST

NOTICE

The City of Martinsburg Public Works Department has an immediate opening for the position of:

Public Works Driver/Laborer

Pay Grade	8
Pay Range	\$24,316-\$35,258

Any employee interested in the position should file an Application for Employment with the Human Resource Director on or before **5PM Friday, November 11, 2011**

EDUCATIONAL EXPERIENCE/SKILLS REQUIRED

See attached job description for complete description of duties and requirements.

Graduation from high school or GED equivalent. Some knowledge of equipment, methods and procedures used in Public Works jobs and other manual work assignments. Skill in operation of various tools and equipment. Ability to work safely. Ability to establish and maintain effective working relationships with employees and others departments and the public. Ability to understand and carry out written and oral instruction. Must be able to meet all physical requirements of position.

A valid driver's license with CDL is required for the position with maintenance of the license and certification mandatory to remain in this position.


Mark S. Baldwin, City Manager

City of Martinsburg: Water Treatment Plant Operator I
City of Martinsburg

Water Treatment Plant Equipment Operator I

General Definition:

Performs a variety of unskilled or semi-skilled maintenance work and operates a variety of smaller motorized equipment in the construction, operation, repair, maintenance and replacement of the City owned water distribution system. Although work involves general labor and the use of hand tools, employee receives training in the operation of trucks and light construction/maintenance equipment and is frequently expected to operate such equipment.

Works under the regular supervision of the Water Treatment Plant Superintendent.

Typical Examples of Work

Operates a variety of power construction and maintenance equipment used in digging and grading, work constructing water lines and service laterals, paving and occasional snow plowing.

Performs required work involved in construction and maintenance projects as part of a crew, including digging ditches with back-hoe, installing hydrants, laying pipe and backfilling as well as flushing water lines and hydrants.

Inspects, cleans and/or repairs water distribution system at frequent intervals to ensure that all aspects of the water distribution system are functioning properly.

Assists in the locations of gas, telephone, power, cable and water/sewer lines from the appropriate sources prior to excavation.

Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools before and after use.

Drives light trucks (under 26,000 lbs.) in the loading, hauling and unloading of various equipment, gravel, sand, asphalt, salt, stone, debris and other materials.

Performs routine inspection and preventative maintenance on assigned equipment and refers defects or needed repairs to the supervisor.

Operates small or light equipment in accordance with directives provided by City Engineer in excavations, pipe installation and backfilling of trenches.

Reads and understands engineering plans, sketch plans, drawings and verbal instructions.

City of Martinsburg: Water Treatment Plant Operator I

Performs related work as required.

Supervision Exercised

None

Work Environment

While performing the duties of this job, the employee regularly works in various outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is exposed to fumes, odors or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

Employees must be able to use and operate manual and motorized vehicles and equipment, including dump truck, pick-up truck, utility truck, tamper, compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone and water line cleaning devices.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

Confidentiality

None

Human Relations

Employee must work with the public and other employees. Employee is a representative of the City when performing duties, therefore, must be polite and courteous.

Physical Effort

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is also required to walk, sit, climb or balance, stoop, kneel, crouch, crawl and/or smell.

The employee must frequently lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

City of Martinsburg: Water Treatment Plant Operator I

Hazards of Work

Employees must work in all weather conditions and must handle a variety of fuel, oil, anti-freeze and other toxic materials safely. Working in traffic may be dangerous. Operating construction equipment can be dangerous if not operated safely.

Education, Skills and Experience Required to Perform Duties

Graduation from high school or GED equivalent, and any equivalent combination of education and experience.

Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction, and repair activities.

Ability to perform heavy manual tasks for extended periods of time.

Ability to work safely.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with employees, other departments and the public.

Ability to understand and carry out written and oral instructions.

Special License of Certificate Required

A valid West Virginia driver's license is required for the position with maintenance of the license and certification mandatory to remain in this position.