

# Operations Technician 2

Pay range: \$26.54 - \$33.76/hr



## ***Why join the North Plains team?***

Join our Public Works team and have the opportunity to work on and maintain vital city infrastructure as well as a large array of interesting projects and developments. The Operations Technician II position primarily helps to maintain crucial municipal services such as water distribution, streets, and parks. Our small but talented staff of under 25 City employees throughout five departments are proud to serve in a supportive and flexible environment. North Plains is a small, growing semi-rural city 17 miles west of Downtown Portland on the edge of Oregon's innovative Silicon Forest. With over 3,400 residents and 160 businesses, our gradual and thoughtful growth over the years has helped to maintain a friendly, small-town atmosphere. Residents enjoy the benefits of a well-managed inventory of improved streets, parks, bike/pedestrian infrastructure, and water systems, as well as easy access to major employers, recreation, entertainment, and nature. The City is investing in our municipal infrastructure with a goal of becoming a complete community, and our Public Works crew are essential in helping the City achieve this goal. We have a tight-knit and supportive office culture, an employee friendly PTO policy, and are looking for an enthusiastic individual to be part of our team.



<b>ORGANIZATION:</b>	City of North Plains	<b>Salary Range:</b>
<b>DEPARTMENT:</b>	Public Works	\$26.54 - \$33.76 hourly
<b>JOB TITLE:</b>	Operations Tech 2	
<b>POSITION TYPE:</b>	Full Time	

**SALARY RANGE:**

*The City of North Plains is searching for a talented individual with great communication skills, a passion for providing excellent customer service, a curiosity to learn, and a desire to be part of making our small and growing city government the best it can be.*

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**JOB DESCRIPTION:**

Perform a variety of tasks involved in the maintenance and installation of utility services to the City, e.g. water system, streets, storm drainage, parks and buildings projects.

**SUPERVISION RECEIVED AND EXERCISED:**

This position receives supervision from the Public Works Director.

**ESSENTIAL JOB FUNCTIONS (Illustrative only):**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Responds to citizens' questions and comments in a courteous and timely manner
- Install and refresh painted pavement markings
- Locate and mark utility lines
- Install, repair, replace various street and regulatory signs, and barricades
- Inspects water services for compliance with established codes and/or damaged or worn parts, and makes repairs as necessary
- Installs new water services, including arranging traffic control, digging up and tapping mainline, setting service, backfilling, and other related duties
- Maintains and repairs fire hydrants, including performing annual maintenance, and replacing fire hydrants as necessary
- Perform general landscaping duties including lawn mowing, weed eating and parks cleanup
- Provides for the maintenance and repairs of City streets and roadways, including pothole repair, small paving jobs, repairing utility cuts as necessary
- Perform general facility maintenance tasks including cleaning, painting, repairs, and other maintenance
- Clean and maintain storm drainage, catch basins, and open ditches

- Install, repair, and maintain water meters, services lines, mains, piping, valves, fire hydrants and other appurtenances
- Inspect for water leaks, chlorinate, and test lines on new water service hook-ups
- Prepare information regarding parts, labor, and hook-up fees for new water services
- Operate heavy equipment and power tools in addition to manual tools
- Provides storm and emergency response to windstorms, snow and ice, flooding, and other emergencies, including removing trees, sanding roads, filling and distributing sandbags, and closing roads
- Maintains equipment and supplies, including monitoring equipment and supply levels to ensure an efficient inventory
- Observes safe work methods and makes appropriate use of related safety equipment as required
- Operates and maintains equipment and trucks including backhoes, front-end loaders, pickups, mowers, tractors, and other equipment
- Performs welding, fabrication, and mechanical repairs of related equipment and machinery as necessary
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas
- Manage records and information in any format, in accordance with applicable statutes, regulations and City policy, guidance and records retention schedule
- Serves as “on call” personnel as assigned

#### **MINIMUM QUALIFICATIONS:**

General knowledge of practices, procedures, and safety precautions, in any of the following areas: construction and maintenance of road, water, storm drainage system, or the operation and maintenance of related equipment. The ability to resolve complaints in a satisfactory manner. Equivalent to high school and one year experience in directly related work, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

Possession of a valid Oregon driver’s license and safe driving record, ability to obtain traffic safety control certifications within 12 months of appointment and Water Distribution I Certificate within 2 years.

#### **DESIRABLE REQUIREMENTS:**

Previous experience within a Public Works Department. Possession of First Aid, CPR, commercial driver’s license, and traffic safety control certifications.

#### **PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to stand, sit, bend,

kneel, stoop, communicate, reach, and manipulate objects, tools, or controls. This position requires mobility in all types of terrain. Duties are physically demanding requiring the movement of materials weighing up to 70 pounds unassisted. Duties require regular use of hand tools, jackhammer, chainsaw, shovels, and operation of light and medium duty equipment. Activity and types of duties performed require sustained manual coordination and dexterity.

**WORKING CONDITIONS:**

Most duties take place outside of buildings with exposure to all weather conditions and terrain on a year-round basis. Position performs 24-hour emergency response duties and may be subject to call-out after normal hours and will be included in on call rotation for 1-week periods. This is a non-exempt position.

**To apply please submit:**

- City of North Plains application for employment. Visit [www.northplains.org/hr/page/employment-application](http://www.northplains.org/hr/page/employment-application)
- Current resume
- Cover letter

**Updated description:** 8/8/2023