

City of Bingen Job Description

Job Title: Public Works Maintenance Worker II/Animal Control Officer
Department: Public Works
Reports To: Public Works Superintendent and Mayor and/or City Administrator
Approved Date:
Salary Range: 1 – 17 (\$14.19 to \$21.06 per hour based on 2016 salary scheduled)

SUMMARY

This is a full-time position combined with duties as Animal Control Officer. The Public Works Maintenance Worker II/Animal Control Officer is an hourly position. Any work in excess of 40 hours per week is overtime, including call-out. Hours scheduled for the Animal Control Officer may be flexed with some hours scheduled in early morning, early evening or on weekends. If the Public Works Maintenance Worker II/Animal Control Officer is placed on official "on call/standby" status, that status qualifies for "on call/standby" pay. This is a union position.

PUBLIC WORKS MAINTENANCE WORKER II ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any job-related instructions and to perform any job-related duties requested by the Public Works Superintendent or the Mayor in the event of the absence of the Public Works Superintendent. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

Streets

- Repair and maintain City streets
- Constructs, installs, cleans and maintains dry wells
- Installs and maintains street signs
- Sprays traffic messages, paints crosswalks, and stripes roadways (currently contracted)
- Places cones and barricades for traffic controls
- Maintains storm drains and City right-of-ways

Water

- Replace, repair, relocate and install water lines
- Repair and install water meters
- Perform water quality monitoring and testing
- Read water meters and keep accurate records as requested

Sewer

- Replace, repair, relocate and install sewer lines
- Remove dirt, rocks, roots, leaves, and other debris from sewer and storm drains
- Clean and maintain manholes

Parks and City Facilities

- Perform routine maintenance of park and other city facilities
- Performs routine landscaping maintenance, weed and vegetation control on all city property

- Operates all equipment associated with landscape maintenance, weed and vegetation control

Other

- Perform other duties as assigned

ANIMAL CONTROL OFFICER ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job-related instructions and to perform any job-related duties requested by the Mayor or City Administrator. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but shall not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Patrol areas of the City to observe ordinance violations, investigate complaints and communicate with victims and/or offenders.
- Issue citations to offenders (dogs' responsible party) and pick up and transport deceased and injured dogs.
- Capture, lift, carry and detain stray and/or dangerous dogs.
- Maintain assigned equipment.
- Safely and legally operate a City vehicle.
- Establish and maintain effective working relationships with employees, city official, other agencies and the public.
- Perform other related duties.
- Collect evidence, write reports, participate in court case preparation and testify in court.
- Assist the public by responding to animal control inquiries, explaining rules and regulations and acting as negotiator in hostile situations.
- Operate a two-way radio, respond and if necessary request assistance from police department.
- Canvass areas of the City to inform the public and encourage dog licensing and issue citations.
- Represent the City at public meetings regarding animal control.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. However, some requirements may exclude individuals who pose a direct threat or significant

risk to the health and safety of themselves or other employees.

EDUCATION and/or EXPERIENCE

Must have a high school diploma or equivalent.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

OTHER SKILLS

Ability to proficiently operate heavy equipment beneficial but not mandatory

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Washington State or Oregon State Driver's License

Traffic Flagging Certificate

(These requirements may be waived at time of hiring if it can be demonstrated that they can be achieved in a time frame determined by the hiring authority)

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Performs manual labor using hand tools such as rakes, picks, shovels, brooms, and other tools.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors. Employees may need to work in confined spaces and may be required to work in noisy work areas. Employee may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. Among the hazards encountered are dampness, direct sunlight, dust, pollen, machinery or its moving parts, or various construction-related chemicals. Hazardous areas are routinely encountered, including but not limited to construction hazards, open trenches, traffic and specialized equipment. Protective clothing may be required for completion of some job requirements, including safety equipment, hard hats and/or other protective equipment.

City of Bingen Job Description

Job Title: Public Works Maintenance Worker II/Animal Control Officer
Department: Public Works
Reports To: Public Works Superintendent and Mayor and/or City Administrator
Approved Date:
Salary Range: 1 – 17 (\$14.19 to \$21.06 per hour based on 2016 salary scheduled)

SUMMARY

This is a full-time position combined with duties as Animal Control Officer. The Public Works Maintenance Worker II/Animal Control Officer is an hourly position. Any work in excess of 40 hours per week is overtime, including call-out. Hours scheduled for the Animal Control Officer may be flexed with some hours scheduled in early morning, early evening or on weekends. If the Public Works Maintenance Worker II/Animal Control Officer is placed on official "on call/standby" status, that status qualifies for "on call/standby" pay. This is a union position.

PUBLIC WORKS MAINTENANCE WORKER II ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any job-related instructions and to perform any job-related duties requested by the Public Works Superintendent or the Mayor in the event of the absence of the Public Works Superintendent. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

Streets

- Repair and maintain City streets
- Constructs, installs, cleans and maintains dry wells
- Installs and maintains street signs
- Sprays traffic messages, paints crosswalks, and stripes roadways (currently contracted)
- Places cones and barricades for traffic controls
- Maintains storm drains and City right-of-ways

Water

- Replace, repair, relocate and install water lines
- Repair and install water meters
- Perform water quality monitoring and testing
- Read water meters and keep accurate records as requested

Sewer

- Replace, repair, relocate and install sewer lines
- Remove dirt, rocks, roots, leaves, and other debris from sewer and storm drains
- Clean and maintain manholes

Parks and City Facilities

- Perform routine maintenance of park and other city facilities
- Performs routine landscaping maintenance, weed and vegetation control on all city property

- Operates all equipment associated with landscape maintenance, weed and vegetation control

Other

- Perform other duties as assigned

ANIMAL CONTROL OFFICER ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job-related instructions and to perform any job-related duties requested by the Mayor or City Administrator. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but shall not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Patrol areas of the City to observe ordinance violations, investigate complaints and communicate with victims and/or offenders.
- Issue citations to offenders (dogs' responsible party) and pick up and transport deceased and injured dogs.
- Capture, lift, carry and detain stray and/or dangerous dogs.
- Maintain assigned equipment.
- Safely and legally operate a City vehicle.
- Establish and maintain effective working relationships with employees, city official, other agencies and the public.
- Perform other related duties.
- Collect evidence, write reports, participate in court case preparation and testify in court.
- Assist the public by responding to animal control inquiries, explaining rules and regulations and acting as negotiator in hostile situations.
- Operate a two-way radio, respond and if necessary request assistance from police department.
- Canvass areas of the City to inform the public and encourage dog licensing and issue citations.
- Represent the City at public meetings regarding animal control.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. However, some requirements may exclude individuals who pose a direct threat or significant

risk to the health and safety of themselves or other employees.

EDUCATION and/or EXPERIENCE

Must have a high school diploma or equivalent.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

OTHER SKILLS

Ability to proficiently operate heavy equipment beneficial but not mandatory

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Washington State or Oregon State Driver's License

Traffic Flagging Certificate

(These requirements may be waived at time of hiring if it can be demonstrated that they can be achieved in a time frame determined by the hiring authority)

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Performs manual labor using hand tools such as rakes, picks, shovels, brooms, and other tools.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors. Employees may need to work in confined spaces and may be required to work in noisy work areas. Employee may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. Among the hazards encountered are dampness, direct sunlight, dust, pollen, machinery or its moving parts, or various construction-related chemicals. Hazardous areas are routinely encountered, including but not limited to construction hazards, open trenches, traffic and specialized equipment. Protective clothing may be required for completion of some job requirements, including safety equipment, hard hats and/or other protective equipment.

City of Bingen Job Description

Job Title: Public Works Maintenance Worker II/Animal Control Officer
Department: Public Works
Reports To: Public Works Superintendent and Mayor and/or City Administrator
Approved Date:
Salary Range: 1 – 17 (\$14.19 to \$21.06 per hour based on 2016 salary scheduled)

SUMMARY

This is a full-time position combined with duties as Animal Control Officer. The Public Works Maintenance Worker II/Animal Control Officer is an hourly position. Any work in excess of 40 hours per week is overtime, including call-out. Hours scheduled for the Animal Control Officer may be flexed with some hours scheduled in early morning, early evening or on weekends. If the Public Works Maintenance Worker II/Animal Control Officer is placed on official "on call/standby" status, that status qualifies for "on call/standby" pay. This is a union position.

PUBLIC WORKS MAINTENANCE WORKER II ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any job-related instructions and to perform any job-related duties requested by the Public Works Superintendent or the Mayor in the event of the absence of the Public Works Superintendent. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

Streets

- Repair and maintain City streets
- Constructs, installs, cleans and maintains dry wells
- Installs and maintains street signs
- Sprays traffic messages, paints crosswalks, and stripes roadways (currently contracted)
- Places cones and barricades for traffic controls
- Maintains storm drains and City right-of-ways

Water

- Replace, repair, relocate and install water lines
- Repair and install water meters
- Perform water quality monitoring and testing
- Read water meters and keep accurate records as requested

Sewer

- Replace, repair, relocate and install sewer lines
- Remove dirt, rocks, roots, leaves, and other debris from sewer and storm drains
- Clean and maintain manholes

Parks and City Facilities

- Perform routine maintenance of park and other city facilities
- Performs routine landscaping maintenance, weed and vegetation control on all city property

- Operates all equipment associated with landscape maintenance, weed and vegetation control

Other

- Perform other duties as assigned

ANIMAL CONTROL OFFICER ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job-related instructions and to perform any job-related duties requested by the Mayor or City Administrator. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but shall not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Patrol areas of the City to observe ordinance violations, investigate complaints and communicate with victims and/or offenders.
- Issue citations to offenders (dogs' responsible party) and pick up and transport deceased and injured dogs.
- Capture, lift, carry and detain stray and/or dangerous dogs.
- Maintain assigned equipment.
- Safely and legally operate a City vehicle.
- Establish and maintain effective working relationships with employees, city official, other agencies and the public.
- Perform other related duties.
- Collect evidence, write reports, participate in court case preparation and testify in court.
- Assist the public by responding to animal control inquiries, explaining rules and regulations and acting as negotiator in hostile situations.
- Operate a two-way radio, respond and if necessary request assistance from police department.
- Canvass areas of the City to inform the public and encourage dog licensing and issue citations.
- Represent the City at public meetings regarding animal control.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. However, some requirements may exclude individuals who pose a direct threat or significant

risk to the health and safety of themselves or other employees.

EDUCATION and/or EXPERIENCE

Must have a high school diploma or equivalent.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

OTHER SKILLS

Ability to proficiently operate heavy equipment beneficial but not mandatory

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Washington State or Oregon State Driver's License

Traffic Flagging Certificate

(These requirements may be waived at time of hiring if it can be demonstrated that they can be achieved in a time frame determined by the hiring authority)

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Performs manual labor using hand tools such as rakes, picks, shovels, brooms, and other tools.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors. Employees may need to work in confined spaces and may be required to work in noisy work areas. Employee may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. Among the hazards encountered are dampness, direct sunlight, dust, pollen, machinery or its moving parts, or various construction-related chemicals. Hazardous areas are routinely encountered, including but not limited to construction hazards, open trenches, traffic and specialized equipment. Protective clothing may be required for completion of some job requirements, including safety equipment, hard hats and/or other protective equipment.

City of Bingen Job Description

Job Title: Public Works Maintenance Worker II/Animal Control Officer
Department: Public Works
Reports To: Public Works Superintendent and Mayor and/or City Administrator
Approved Date:
Salary Range: 1 – 17 (\$14.19 to \$21.06 per hour based on 2016 salary scheduled)

SUMMARY

This is a full-time position combined with duties as Animal Control Officer. The Public Works Maintenance Worker II/Animal Control Officer is an hourly position. Any work in excess of 40 hours per week is overtime, including call-out. Hours scheduled for the Animal Control Officer may be flexed with some hours scheduled in early morning, early evening or on weekends. If the Public Works Maintenance Worker II/Animal Control Officer is placed on official "on call/standby" status, that status qualifies for "on call/standby" pay. This is a union position.

PUBLIC WORKS MAINTENANCE WORKER II ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any job-related instructions and to perform any job-related duties requested by the Public Works Superintendent or the Mayor in the event of the absence of the Public Works Superintendent. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

Streets

- Repair and maintain City streets
- Constructs, installs, cleans and maintains dry wells
- Installs and maintains street signs
- Sprays traffic messages, paints crosswalks, and stripes roadways (currently contracted)
- Places cones and barricades for traffic controls
- Maintains storm drains and City right-of-ways

Water

- Replace, repair, relocate and install water lines
- Repair and install water meters
- Perform water quality monitoring and testing
- Read water meters and keep accurate records as requested

Sewer

- Replace, repair, relocate and install sewer lines
- Remove dirt, rocks, roots, leaves, and other debris from sewer and storm drains
- Clean and maintain manholes

Parks and City Facilities

- Perform routine maintenance of park and other city facilities
- Performs routine landscaping maintenance, weed and vegetation control on all city property

- Operates all equipment associated with landscape maintenance, weed and vegetation control

Other

- Perform other duties as assigned

ANIMAL CONTROL OFFICER ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job-related instructions and to perform any job-related duties requested by the Mayor or City Administrator. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but shall not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Patrol areas of the City to observe ordinance violations, investigate complaints and communicate with victims and/or offenders.
- Issue citations to offenders (dogs' responsible party) and pick up and transport deceased and injured dogs.
- Capture, lift, carry and detain stray and/or dangerous dogs.
- Maintain assigned equipment.
- Safely and legally operate a City vehicle.
- Establish and maintain effective working relationships with employees, city official, other agencies and the public.
- Perform other related duties.
- Collect evidence, write reports, participate in court case preparation and testify in court.
- Assist the public by responding to animal control inquiries, explaining rules and regulations and acting as negotiator in hostile situations.
- Operate a two-way radio, respond and if necessary request assistance from police department.
- Canvass areas of the City to inform the public and encourage dog licensing and issue citations.
- Represent the City at public meetings regarding animal control.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. However, some requirements may exclude individuals who pose a direct threat or significant

risk to the health and safety of themselves or other employees.

EDUCATION and/or EXPERIENCE

Must have a high school diploma or equivalent.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

OTHER SKILLS

Ability to proficiently operate heavy equipment beneficial but not mandatory

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Washington State or Oregon State Driver's License

Traffic Flagging Certificate

(These requirements may be waived at time of hiring if it can be demonstrated that they can be achieved in a time frame determined by the hiring authority)

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Performs manual labor using hand tools such as rakes, picks, shovels, brooms, and other tools.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors. Employees may need to work in confined spaces and may be required to work in noisy work areas. Employee may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. Among the hazards encountered are dampness, direct sunlight, dust, pollen, machinery or its moving parts, or various construction-related chemicals. Hazardous areas are routinely encountered, including but not limited to construction hazards, open trenches, traffic and specialized equipment. Protective clothing may be required for completion of some job requirements, including safety equipment, hard hats and/or other protective equipment.

City of Bingen Job Description

Job Title: Public Works Maintenance Worker II/Animal Control Officer
Department: Public Works
Reports To: Public Works Superintendent and Mayor and/or City Administrator
Approved Date:
Salary Range: 1 – 17 (\$14.19 to \$21.06 per hour based on 2016 salary scheduled)

SUMMARY

This is a full-time position combined with duties as Animal Control Officer. The Public Works Maintenance Worker II/Animal Control Officer is an hourly position. Any work in excess of 40 hours per week is overtime, including call-out. Hours scheduled for the Animal Control Officer may be flexed with some hours scheduled in early morning, early evening or on weekends. If the Public Works Maintenance Worker II/Animal Control Officer is placed on official "on call/standby" status, that status qualifies for "on call/standby" pay. This is a union position.

PUBLIC WORKS MAINTENANCE WORKER II ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any job-related instructions and to perform any job-related duties requested by the Public Works Superintendent or the Mayor in the event of the absence of the Public Works Superintendent. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

Streets

- Repair and maintain City streets
- Constructs, installs, cleans and maintains dry wells
- Installs and maintains street signs
- Sprays traffic messages, paints crosswalks, and stripes roadways (currently contracted)
- Places cones and barricades for traffic controls
- Maintains storm drains and City right-of-ways

Water

- Replace, repair, relocate and install water lines
- Repair and install water meters
- Perform water quality monitoring and testing
- Read water meters and keep accurate records as requested

Sewer

- Replace, repair, relocate and install sewer lines
- Remove dirt, rocks, roots, leaves, and other debris from sewer and storm drains
- Clean and maintain manholes

Parks and City Facilities

- Perform routine maintenance of park and other city facilities
- Performs routine landscaping maintenance, weed and vegetation control on all city property

- Operates all equipment associated with landscape maintenance, weed and vegetation control

Other

- Perform other duties as assigned

ANIMAL CONTROL OFFICER ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job-related instructions and to perform any job-related duties requested by the Mayor or City Administrator. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but shall not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Patrol areas of the City to observe ordinance violations, investigate complaints and communicate with victims and/or offenders.
- Issue citations to offenders (dogs' responsible party) and pick up and transport deceased and injured dogs.
- Capture, lift, carry and detain stray and/or dangerous dogs.
- Maintain assigned equipment.
- Safely and legally operate a City vehicle.
- Establish and maintain effective working relationships with employees, city official, other agencies and the public.
- Perform other related duties.
- Collect evidence, write reports, participate in court case preparation and testify in court.
- Assist the public by responding to animal control inquiries, explaining rules and regulations and acting as negotiator in hostile situations.
- Operate a two-way radio, respond and if necessary request assistance from police department.
- Canvass areas of the City to inform the public and encourage dog licensing and issue citations.
- Represent the City at public meetings regarding animal control.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. However, some requirements may exclude individuals who pose a direct threat or significant

risk to the health and safety of themselves or other employees.

EDUCATION and/or EXPERIENCE

Must have a high school diploma or equivalent.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

OTHER SKILLS

Ability to proficiently operate heavy equipment beneficial but not mandatory

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Washington State or Oregon State Driver's License

Traffic Flagging Certificate

(These requirements may be waived at time of hiring if it can be demonstrated that they can be achieved in a time frame determined by the hiring authority)

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Performs manual labor using hand tools such as rakes, picks, shovels, brooms, and other tools.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors. Employees may need to work in confined spaces and may be required to work in noisy work areas. Employee may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. Among the hazards encountered are dampness, direct sunlight, dust, pollen, machinery or its moving parts, or various construction-related chemicals. Hazardous areas are routinely encountered, including but not limited to construction hazards, open trenches, traffic and specialized equipment. Protective clothing may be required for completion of some job requirements, including safety equipment, hard hats and/or other protective equipment.

City of Bingen Job Description

Job Title: Public Works Maintenance Worker II/Animal Control Officer
Department: Public Works
Reports To: Public Works Superintendent and Mayor and/or City Administrator
Approved Date:
Salary Range: 1 – 17 (\$14.19 to \$21.06 per hour based on 2016 salary scheduled)

SUMMARY

This is a full-time position combined with duties as Animal Control Officer. The Public Works Maintenance Worker II/Animal Control Officer is an hourly position. Any work in excess of 40 hours per week is overtime, including call-out. Hours scheduled for the Animal Control Officer may be flexed with some hours scheduled in early morning, early evening or on weekends. If the Public Works Maintenance Worker II/Animal Control Officer is placed on official "on call/standby" status, that status qualifies for "on call/standby" pay. This is a union position.

PUBLIC WORKS MAINTENANCE WORKER II ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any job-related instructions and to perform any job-related duties requested by the Public Works Superintendent or the Mayor in the event of the absence of the Public Works Superintendent. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

Streets

- Repair and maintain City streets
- Constructs, installs, cleans and maintains dry wells
- Installs and maintains street signs
- Sprays traffic messages, paints crosswalks, and stripes roadways (currently contracted)
- Places cones and barricades for traffic controls
- Maintains storm drains and City right-of-ways

Water

- Replace, repair, relocate and install water lines
- Repair and install water meters
- Perform water quality monitoring and testing
- Read water meters and keep accurate records as requested

Sewer

- Replace, repair, relocate and install sewer lines
- Remove dirt, rocks, roots, leaves, and other debris from sewer and storm drains
- Clean and maintain manholes

Parks and City Facilities

- Perform routine maintenance of park and other city facilities
- Performs routine landscaping maintenance, weed and vegetation control on all city property

- Operates all equipment associated with landscape maintenance, weed and vegetation control

Other

- Perform other duties as assigned

ANIMAL CONTROL OFFICER ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job-related instructions and to perform any job-related duties requested by the Mayor or City Administrator. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but shall not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Patrol areas of the City to observe ordinance violations, investigate complaints and communicate with victims and/or offenders.
- Issue citations to offenders (dogs' responsible party) and pick up and transport deceased and injured dogs.
- Capture, lift, carry and detain stray and/or dangerous dogs.
- Maintain assigned equipment.
- Safely and legally operate a City vehicle.
- Establish and maintain effective working relationships with employees, city official, other agencies and the public.
- Perform other related duties.
- Collect evidence, write reports, participate in court case preparation and testify in court.
- Assist the public by responding to animal control inquiries, explaining rules and regulations and acting as negotiator in hostile situations.
- Operate a two-way radio, respond and if necessary request assistance from police department.
- Canvass areas of the City to inform the public and encourage dog licensing and issue citations.
- Represent the City at public meetings regarding animal control.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. However, some requirements may exclude individuals who pose a direct threat or significant

risk to the health and safety of themselves or other employees.

EDUCATION and/or EXPERIENCE

Must have a high school diploma or equivalent.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

OTHER SKILLS

Ability to proficiently operate heavy equipment beneficial but not mandatory

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Washington State or Oregon State Driver's License

Traffic Flagging Certificate

(These requirements may be waived at time of hiring if it can be demonstrated that they can be achieved in a time frame determined by the hiring authority)

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Performs manual labor using hand tools such as rakes, picks, shovels, brooms, and other tools.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors. Employees may need to work in confined spaces and may be required to work in noisy work areas. Employee may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. Among the hazards encountered are dampness, direct sunlight, dust, pollen, machinery or its moving parts, or various construction-related chemicals. Hazardous areas are routinely encountered, including but not limited to construction hazards, open trenches, traffic and specialized equipment. Protective clothing may be required for completion of some job requirements, including safety equipment, hard hats and/or other protective equipment.