

PROOF OF EDUCATION REQUIRED UPON APPLICATION
VACANT POSITION
DEPARTMENT: PUBLIC WORKS
APPLICATIONS TO: HUMAN RESOURCES OFFICE
CLOSING DATE: NOVEMBER 9, 2009

Job Title: Public Works Officer II (Position #3603)
Salary: Pay Grade 17, Hiring Rate: \$31,263
Provisions of Personnel Ordinance for promotion/demotion/transfer
Work Schedule: 7:30 am - 3:30 pm; Monday-Friday. Overtime required as needed.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma or non-military GED and experience as an equipment operator required; Must be POST Correctional Officer certified or able to obtain certification within probationary period; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Must possess a valid GA Commercial Driver's License, Class A or B and P, and have a good work and driving record (No DUI within last 5 years). **PROOF OF EDUCATION REQUIRED UPON APPLICATION.**

GENERAL STATEMENT OF JOB: Under general direction, supervises the work of inmates in the operation of light equipment for the repair and maintenance of County streets, roads and bridges and related areas. Performs repair and maintenance activities including maintaining equipment and posting street signs when necessary. Reports to the Public Works Director or Assistant Public Works Director.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of law enforcement and restraining devices including handcuffs and be certified to operate a firearm; must be proficient at operating light equipment including, but not limited to, Tiger Side Cutter, Motor Grader/Cutter, Farm Tractors and bush hogs, back hoe, asphalt kettle, shovels, picks, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to thirty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of forty to sixty pounds.

ESSENTIAL JOB FUNCTIONS: Exercises responsibility for supervising inmates in the performance of streets, roads and bridges repairs and maintenance activities; ensures compliance with established policies and full utilization of personnel, materials, and facilities with concern for quality, safety and efficiency.

Utilizes/operates various pieces of light and heavy equipment as required in the maintenance and repair of streets, grounds and related structures such as dump trucks, tractor with bush hog, chain saws, backhoe, etc.

Supervises inmates when performing a variety of street maintenance and repair duties including installing concrete storm drains, building and clearing catch basins, constructing sidewalks, repairing pot-holes, spreading gravel, etc.

Performs maintenance of vehicles by keeping track of fluids, oils, lights, etc. and turning vehicles in to the Shop for repairs.

Oversees the installation of street signs and traffic lights as prescribed by the Department of Transportation (DOT) and County regulations.

Ensures that light poles, warning zones, and parking/street lines are painted as needed.

Performs other duties as required such as delivering supplies, maintaining equipment, cleaning streets and other areas, removing snow, etc.

Oversees complete cleaning of Departmental vehicles as needed.

Ensures that all inmates are provided with clothing which is visible to motorists.

Ensures accurate count of inmates at all times while on job site; works to prevent escape and protect public from inmates and inmates from the public.

October 30, 2009
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