

Greenlee County is currently accepting applications for a full-time Public Works Operations Tech I position in the Public Works Dept – Facilities Division. Hourly wage: \$13.00 hourly, nonexempt. Minimum requirements: 1. High School graduate or equivalent; 2. Experience in light building & grounds maintenance and custodial duties; 3. Current employment application on file at the Greenlee County Board of Supervisors Office, 253 5<sup>th</sup> Street, P.O. Box 908, Clifton, AZ 85533, 928-865-2072, [www.co.greenlee.az.us](http://www.co.greenlee.az.us). Deadline for filing: Open until filled. It is the responsibility of the applicant to ensure their application is current.

## GREENLEE COUNTY

### Public Works Operations Tech I

#### **NATURE OF WORK**

Under supervision of the Assistant and Public Works Manager performs semiskilled manual labor, repair and maintenance duties. Perform related duties as required and assigned.

#### **SUPERVISION RECEIVED**

Work is performed under direction of a higher level of authority.

#### **SUPERVISION EXERCISED**

Supervise prison inmate labor crews as assigned.

#### **EXAMPLES OF WORK PERFORMED/ESSENTIAL FUNCTIONS**

Maintenance duties include carpentry, plumbing, electrical, painting, and refrigeration. Cuts and trims grass and shrubs. Plants, waters and cares for landscaping. Drives trucks; performs general maintenance and clean up work; digs and back fills trenches, ditches and holes; assists in facility maintenance and maintaining parks, roads; prepares simple reports. Sets up barricades; flags traffic.

#### **ON ASSIGNMENT TO BUILDING, MAINTENANCE AND GROUNDS:**

Work on plumbing, electrical and air-conditioning and heating systems. Build partitions; make plaster or drywall repairs, and fix or paint roofs, windows, doors, floors, woodwork and other parts of building structures.

**ON ASSIGNMENT TO PARKS:** Care for lawns, trees, and shrubs; maintain playgrounds; clean buildings; and keep parking lots, picnic areas, and other public spaces free of litter. Apply pesticide through sprays, dust, or vapors.

**ON ASSIGNMENT TO ROAD CONSTRUCTION, MAINTENANCE AND REPAIR:** Assist with traffic control by setting up barricades, and flagging. Cleaning up construction site

**ON ASSIGNMENT TO EQUIPMENT MAINTENANCE AND REPAIR:** Perform routine preventive maintenance and ensure that machines run smoothly, inspect drives, motors, and belts, check fluid levels, replace filters, and perform other maintenance actions.

**ON ASSIGNMENT TO FLEET SHOP:** General maintenance of fleet shop, stock supplies, pick-up and deliver vehicles to be serviced; assist mechanics with duties as required.

### **WORK CONTACTS**

Regular contact with associate personnel, County Department, other agencies, vendors and contractors, and general public.

ON ASSIGNMENT TO BUILDING, MAINTENANCE AND GROUNDS: Work also includes the use and safe operation of hand and power tools and equipment in cramped and contorted positions with exposure to electrical current including high voltage.

ON ASSIGNMENT TO PARKS: Possible exposure to smoke and heat.

ON ASSIGNMENT TO EQUIPMENT MAINTENANCE AND REPAIR: Work also includes the use and safe operation of hand and power tools and equipment in cramped and contorted positions.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of methods, tools and materials used in a variety of trades, grounds, maintenance, and repair work: Good knowledge in the use and safe operation of various hand powered tools. Ability to follow oral and written instructions; operate light equipment and trucks; learn operation of heavy equipment; establish and maintain effective working relationships with co-workers and general public; work out of doors in varying weather conditions.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Education, Training and Experience: Any combination of training equivalent to graduation from high school plus experience in labor or other construction trades. Advancement available upon demonstration of professional skill levels of assigned responsibilities and completion of all required matrix testing with a 100% passing score.

### **NECESSARY SPECIAL REQUIREMENT**

Must maintain a Valid Arizona driver's license at all times for Public Works Positions. Be able to lift 100 pounds; Subject to call outside normal working hours.

### **CONDITIONS OF WORK**

Work is subject to varying post or job site assignments and work is subject to call-back and on-call status and overtime and irregular schedules including completion of work assignments on weekends and holidays. Work is also subject to traveling and performing work assignments in outlying or remote areas of the County involving exposure to varying weather conditions which includes safe operation of vehicles/equipment and hand and power tools. May include performance of moderate to strenuous manual labor in extreme hot and cold temperatures with exposure to exhaust and chemical fumes, oil, grease and hazardous materials. Involves occasional-frequent moderate lifting.

All employees of Greenlee County are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. All employees are considered to be available for these types of events and will immediately respond, in accordance with County Emergency Operations Plan, when directed by the Chairman of the Greenlee County Board of Supervisors, County Manager, the Homeland Security/Emergency Management Coordinator, or when directed by his department head/elected official and or immediate supervisor. Such call to respond and assist may involve those activities assigned to these regular job responsibilities and incorporate other non job related duties as necessary and required of an employee to respond to the emergency matter at hand. An employee's response to these matters may require the working of unusual, long hours over a possibility of an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and department head/elected official to discuss their requirement for response.