

Greenlee County is currently accepting applications for a full-time Public Works Operations Tech II positions in the Public Works Dept – Facilities Division. \$15.81 hourly, non-exempt. Minimum requirements: 1. High School graduate or equivalent; 2. 2 yrs. general building/grounds maintenance experience; 3. Current employment application on file at the Greenlee County Board of Supervisors Office, 253 5th Street, P.O. Box 908, Clifton, AZ 85533, 928-865-2072, 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

CLASS CODE: Non-Exempt

PUBLIC WORKS OPERATIONS TECH II

NATURE OF WORK

Under supervision of the Assistant and Public Works Manager operates equipment involved in maintenance, repair and construction of County roads and facilities. Perform related duties as assigned.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

May be assigned to, supervise prison inmate labor crew, and persons sentenced to perform community service for others.

EXAMPLES OF WORK PERFORMED / ESSENTIAL FUNCTIONS

ON ASSIGNMENT TO BUILDING, MAINTENANCE AND GROUNDS: Performs semi-skilled work of moderate difficulty maintaining and repairing County buildings and facilities; maintains daily logs, inventory, and inspection and construction records and prepares reports; performs general maintenance and repair work including carpentry, masonry, electrical, plumbing, and repair of air conditioning and heating units; participates in inventory control; performs other work as required or assigned.

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: Operate heavy equipment to haul various materials for road construction and landscaping projects and motor graders to maintain roads; loads and unloads trucks; hauls water to work areas and distributes to control dust; flags traffic. Must possess and maintain a valid Class A Arizona Commercial Driver License with Tanker endorsement within 30 days of employment.

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 MAINTENANCE SHOP: Diagnoses problems and repairs automotive and heavy duty equipment; overhauls engines, transmissions,

clutches, driving axles, suspension systems, brakes; hydraulic and electric systems; Orders parts and supplies.

WORK CONTACTS

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

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 director/elected official to discuss their requirement for response.

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

Extensive working knowledge of road and facility maintenance and construction; Considerable knowledge of principles of operation of diesel and automotive equipment; occupational hazards and safety precautions; Knowledge of accepted principles and practices of supervision. Ability to perform physical requirements of the position; operate various types of equipment safely and efficiently; understand and follow oral and written instructions; establish and maintain effective working relationships with co-workers and the general public; work out of doors in varying weather conditions. Considerable skill in the operation of equipment.

ACCEPTABLE EXPERIENCE AND TRAINING

Any combination of education, training and experience equivalent to graduation from high school plus two years experience in labor or other construction trades plus two years experience operating trucks, construction and maintenance equipment, automotive or equipment mechanic, or one year as Maintenance Worker I for Greenlee County, required.

Advancement available upon demonstration of professional skill levels of assigned responsibilities and completion of all required matrix testing with a 100% passing score.

SPECIAL QUALIFICATIONS

Valid Arizona class A Commercial Driver's license with Tank Vehicle endorsements, within 30 days of employment (Dependent upon assignment); Able to lift 100 pounds; Subject to call outside normal working hours.