

Position opens: February 3, 2022

## **Elko County Human Services Employment Opportunity Announcement**

**POSITION:** Public Works Technician I or II  
Elko, Nevada

<b><u>SALARY:</u></b>	<b><u>Technician I</u></b>	<b><u>Technician II</u></b>
Step 1	\$17.4324	\$19.7403
Step 2	\$17.9553	\$20.3327
Step 3	\$18.4941	\$20.9427

**APPLICATION DEADLINE:** First review of applications will be February 10, 2022.  
Review of qualified applicants is ongoing and will continue until the position is filled.

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Elko County is seeking qualified applicants for the position of Public Works Technician. The ideal candidate is eager to learn and grow in a technical field and is a reliable, self-starter who enjoys working safely in the field with minimal supervision. The candidate will be responsible for a variety of skilled tasks in the operation and maintenance of water and sewer systems, building maintenance, vehicle maintenance and other related activities for the unincorporated towns of Elko County. Must possess and maintain a Nevada Class B CDL with X endorsement within 6 months of hire. May be required to be on-call and work occasional weekends. Candidates with advanced qualifications and certifications/licenses may be hired at the higher salary. The successful candidate will be required to successfully complete a background check and pre-employment drug and alcohol screening.

- 100% PERS Retirement
- Minimal Fee for employee Medical/Rx, Dental, Vision and Group Life Insurance

Obtain an application and full job description at [www.elkocountynv.net](http://www.elkocountynv.net).

Elko County Human Services  
540 Court St, Second Floor  
571 Idaho St. (Mailing Address)  
Elko, NV 89801  
(775) 738-4375 phone  
(775) 738-5984 fax

**Elko County is an Equal Opportunity Provider and Employer**

**In compliance with applicable laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.**



**ELKO COUNTY  
HUMAN SERVICES**

571 Idaho Street  
Elko, NV 89801  
775.738.4375  
775.738.5984 (fax)

**Job Code: 26104**  
**Date Est.: 7/2015**  
**Last Rev.: 12/2021**  
**FLSA: Non-Exempt**  
**Probation: 6 Months**

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## **PUBLIC WORKS TECHNICIAN I**

### **DEFINITION**

Responsible for a variety of tasks in the operation and maintenance of water and sewer systems, building maintenance, vehicle maintenance and other related activities for the unincorporated towns.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry level class for the Public Works Technician class. Assignments are performed under the close supervision the Public Works Superintendent or direction of a higher level technician. Assignments include a limited range of duties and skill in the operation of equipment than positions higher in the class.

This position may be required to be on-call and work occasional weekends.

This position has been identified as safety-sensitive and is subject to pre-employment and random drug and alcohol screening pursuant to County policy.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Public Works Superintendent. May receive general direction from higher level technicians.

**REPRESENTATIVE DUTIES** *(Performance of these functions is the reason the job exists.)  
The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Assist in the operation and maintenance of water and sewer systems.
- Assist in the maintenance of all buildings and grounds in the unincorporated towns.
- Maintain all public utilities vehicles and equipment that are in the care of the department.
- Enter basic data into the computer.
- Follow all federal, state and local laws, safety rules and guidelines to ensure a safe working environment for self and others.
- Complies with Elko County Policies and department procedures.

## **QUALIFICATIONS**

### KNOWLEDGE OF:

- Appropriate use and maintenance of hand and power tools and other equipment commonly used for basic laborer tasks
- Basic carpentry practices and principles, including concrete forming and finishing
- Welding, both electric arc and gas mediums
- Basic asphalt care and maintenance
- Basic landfill operations
- Pumps and hydraulics
- Plumbing, sewer and water system piping and mechanical equipment
- Sewer and water system operations and maintenance
- Heavy equipment and 18 wheel truck operation
- Basic electric troubleshooting and maintenance techniques
- Basic computer programs

### **ABILITY TO**

- Precisely read and understand manuals, blueprints, drawings, maps, schematics and diagrams
- Safely perform basic troubleshooting techniques and electrical maintenance tasks
- Identify the appropriate tools and equipment needed for a task on relatively short notice
- Proficiently operate and maintain heavy equipment, such as a backhoe/excavator and skid steer.
- Proficiently operate an 18 wheel truck and trailer
- Weld and use a cutting torch proficiently
- Understand and follow directions
- Communicate effectively, both orally and in writing, with all individuals the employee may encounter – including the public
- Safely monitor excavation sites and understand different types of soils and conditions encountered while excavating
- Use the basic functions of a computer, including e-mail and spreadsheets
- Identify hazardous situations and act accordingly to make safe decisions for everyone on

the job site.

- Ability to drive long distances in all weather conditions safely
- Ability to tow and manage a loaded trailer in all weather conditions
- Ability to make major decisions in the field with minimal supervision both safety and operational.

### **EXPERIENCE AND EDUCATION**

- To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities.

### **LICENSE OR CERTIFICATE**

- Possess and maintain a Nevada Class A CDL and an X endorsement (tankers and hazardous materials) within 6 months of hire.
- Possess and maintain Water Distribution I certification within one year of hire.
- Possess and maintain Waste Water Treatment certification within 18 months of hire.
- OSHA 10 hour training preferred.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The characteristics described in this section are representative of those an employee encounters while performing the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.*

**Environment:** While performing the duties of this job, the employee works in outside weather conditions, in all seasons. The employee is exposed to dusty, wet, humid conditions and extreme temperatures (both hot and cold). May work in conditions with poor lighting. The noise level in the work environment is usually quiet in the office and moderate in the field. Work with public and contractors. Physical hazard from traffic and construction equipment may be present. Employee may ride in vehicle for extended periods of time to commute to outlying areas in the County.

**Physical:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Hand-eye coordination is necessary to operate computers and various equipment.

While performing the duties of this job, the employee is frequently required to talk or hear, sit, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is required to stand or walk, sometimes for an extended period of time. Also required to climb into confined spaces and work at heights of up to 50 feet.

The employee must frequently lift up to 50 pounds and infrequently lift and / or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

### **OTHER REQUIREMENTS**

- May be required to pass a physical agility examination.
- Overnight and extended travel may be required.
- Positions/employees assigned to Jackpot, NV are required to reside in the town of Jackpot, NV.

Physical Characteristics of Physical Agility:

- Enter and exit a 30" manhole access while maneuvering with a Self-Contained Breathing Apparatus to gain access into a 4' diameter manhole.
- Ascend a ladder to a height of 32' and perform maintenance tasks while at that height.
- Maneuver through a 36" diameter access hatch such as found in the side of a steel water tank, the bottom of the hatch being 36" above the level of the ground.
- Ability to work on an 8" pipe in a 24" wide trench 30" deep or inside a 36" wide trench box.

## **PUBLIC WORKS TECHNICIAN II**

### **DEFINITION**

Responsible for a variety of tasks in the operation and maintenance of water and sewer systems, building maintenance, vehicle maintenance and other related activities for the unincorporated towns.

### **DISTINGUISHING CHARACTERISTICS**

This is the mid-level class for the Public Works Technician series.

This position may be required to be on-call and work occasional weekends.

This position has been identified as safety-sensitive and is subject to pre-employment and random drug and alcohol screening.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Public Works Superintendent. May receive general direction from higher level technicians.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Assist in the operation and maintenance of water and sewer systems.
- Operate and maintain all public utilities vehicles and equipment that are in the care of the department.
- Maintain and service a variety of test equipment and hand and power tools.

- Enter basic data into the computer, including maintaining records of work performed and materials used.
- Assist in the maintenance of all buildings and grounds in the unincorporated towns.
- Follow all federal, state and local laws, safety rules and guidelines to ensure a safe working environment for self and others. Observes safe work methods and uses safety equipment; secures work sites from traffic hazards; attends safety meetings. Checks job sites for potential hazards including confined space.
- Participates in snow removal operations, as needed.
- Complies with Elko County Policies and department procedures.
- Demonstrates regular, reliable, and punctual attendance.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

## **QUALIFICATIONS**

### KNOWLEDGE OF:

- Safe work methods and safety regulations pertaining to the work.
- Appropriate use and maintenance of hand and power tools and other equipment commonly used for basic laborer tasks.
- Basic carpentry practices and principles, including concrete forming and finishing.
- Welding, both electric arc and gas mediums.
- Basic asphalt care and maintenance.
- Basic solid waste operations/bin transfer sites.
- Pumps and hydraulics.
- Plumbing, sewer and water system piping and mechanical equipment.
- Sewer and water system operations and maintenance.
- Heavy equipment and 18 wheel truck operation.
- Basic electric troubleshooting and maintenance techniques.
- Basic computer programs and record keeping practice.

### **ABILITY TO**

- Precisely read and understand manuals, blueprints, drawings, maps, schematics and diagrams.

- Safely perform basic troubleshooting techniques and electrical maintenance tasks.
- Identify the appropriate tools and equipment needed for a task on relatively short notice.
- Proficiently operate and maintain heavy equipment, such as a backhoe/excavator and skid steer.
- Proficiently operate an 18 wheel truck and trailer.
- Weld and use a cutting torch proficiently.
- Understand and follow directions.
- Communicate effectively, both orally and in writing, with all individuals the employee may encounter – including the public.
- Safely monitor excavation sites and understand different types of soils and conditions encountered while excavating.
- Use the basic functions of a computer, including e-mail and spreadsheets.
- To take and successfully pass exams for certifications and licenses required for the position.

### **EXPERIENCE AND EDUCATION**

High School diploma/GED; and one (1) year of skilled experience; OR an equivalent combination of education, training and experience.

### **LICENSE OR CERTIFICATE**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Class A CDL and an X endorsement.
- Water Distribution I certification.
- Waste Water Treatment certification.
- Water Treatment certification within 18 months of employment or promotion.
- OSHA 10 hour training required.
- OSHA 30 hour preferred.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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