



## **Job Description**

Job Title:	<b>Field Services Worker</b>		
Department:	<b>Field Services</b>		
Location:	<b>Gold Hill, OR</b>		
Reports to:	<b>City Manager</b>	Travel Required:	<b>Yes</b>
Last updated:	<b>07/31/2025</b>		
Direct Reports: <b><u>None</u></b>	Type of position: <b><u>Full-time</u></b>	Hours: <b>40 hours / week</b> <b><u>Non-exempt</u></b>	

### **GENERAL DESCRIPTION**

This position is responsible for providing services in the areas of streets, storm water, and public works, as well as assisting with water, parks, and facilities. This person will work with other Field Services employees, volunteers, and seasonal workers.

### **ESSENTIAL JOB FUNCTIONS**

1. Primarily responsible for streets and storm water. Provides back up and assists with water, parks and facilities.
2. Maintains and repairs streets, alleys and right of ways which include patching pavement; cleaning and repairing sidewalks, curbs, and streets; painting crosswalks and curbs;
3. Repairs and replaces street regulatory, directional and informational signs;
4. Maintain, repair, and upgrade transportation systems including roads, alleys, right of ways, curbs, sidewalks, and parking lots.
5. Maintains irrigation systems including cleaning, repairing or replacing items and parts.
6. Maintain and repair storm water system, city water flow and erosion control.
7. Maintains storm drain system by cleaning and repairing ditches, storm drainage lines, and catch basins.
8. Assists with the repair, replacement, cleaning, and testing of water meters, maintains meter boxes and surrounding area.
9. General janitorial services for all city buildings, clean-up of city parks, road right of ways, and open ditches, including vegetation control.
10. Operates light and medium construction equipment including dump truck, mowers and various power tools.
11. Performs routine maintenance on city buildings, parks, and vehicles.
12. Picks up and empties trash from all buildings and parks; cleans and sanitizes restrooms; repairs vandalism damage to buildings and grounds.
13. Fertilizes, mows, trims and edges lawns; plants, cultivates and waters lawns, trees, shrubs and flowers; prunes trees and shrubs, and sprays to control insects and weeds.

14. Maintains playground equipment, benches, gates and fencing.
15. Performs minor plumbing, electrical and carpentry tasks.
16. Use of small power tools such as chain saws, power saws, weed eaters, riding and push lawn mowers, hedge trimmers, etc. May need to use welder. Ability to run mid to heavy equipment such as skid steer, excavator, grader, or like equipment.
17. Maintain community wildfire risk reduction through fuels reduction.

**AUXILIARY JOB FUNCTIONS:** Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** None.

**SUPERVISION RECEIVED:** Receives supervision from the City Manager.

### **ACCOMMODATIONS**

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.

### **QUALIFICATION REQUIREMENTS**

#### **Education, Training and Experience**

1. **Education:** High school graduation or GED; education or training in related field.
2. **Experience:** A minimum of three years public works experience.
3. **Substitution:** Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and abilities required to perform the duties of the job.

#### **Special Requirements**

1. **License:** Possession of, or the ability to obtain and retain, an Oregon driver's license by the time of appointment. CDL preferred but not required at time of hire.
2. **Other:** Pass Criminal History Background Check; demonstrate proficiency in construction and use of machinery; demonstrate ability to pull dump trailer and flat-bed trailer.

### **PHYSICAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

(1) Mobility: frequent standing, walking, sitting, bending, squatting, working in awkward positions; frequent performance of heavy manual labor; occasional sitting, climbing. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting over 100 pounds. (3) Vision: constant use of overall vision; use of vision to identify mechanical problems; occasional use of color vision. (4) Dexterity: occasional grasping, holding, and reaching; occasional use of touch only to perform work. (5) Hearing/Talking: frequent

hearing and talking in person; use of hearing to recognize mechanical problems. (6)  
Emotional/Psychological: frequent coworker contact; occasional working alone.

**WORKING CONDITIONS:**

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

Work is performed primarily in an outdoor field environment with exposure to various weather conditions as well as exposure to noise, unpleasant odors, chemicals, and other environmental substances. Incumbents may work in or around water, dirt, oil, grease, or fumes, may have to travel to and from various job sites, and may require some exposure to hazardous traffic conditions.

**ADDITIONAL INFORMATION**

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.