

## **PUBLIC WORKS PROGRAMS SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

To perform duties in support of the Public Works Department's special programs, including the backflow program, sidewalk and curb maintenance program, traffic monitoring program and other related projects; to provide residents with information related to such programs; to maintain program records and files; and to perform a variety of tasks relative to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Public Works Superintendent.

### **ESSENTIAL JOB FUNCTIONS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

1. Perform a variety of duties in the implementation of state mandated backflow program, including visual inspections of commercial and residential backflow systems, data entry and maintenance, and distribution of letters and information to citizens regarding program; ensure high quality customer service.
2. Develop and maintain sidewalk and curb program; survey sidewalk locations and evaluate condition of sidewalks and curbs; develop program to track, measure, and prioritize maintenance needs;
3. Attend related meetings, prepare and present written and oral reports, graphs, tables and other technical documentation; provide information to citizens.
4. Coordinate traffic monitoring efforts using computerized database to track and extrapolate data.
5. Monitor and ensure compliance of maintenance programs contracts, including overlays, slurries, tree trimming, and others; take measurements of and evaluate condition of streets.
6. Coordinate Public Works safety program in cooperation with Crew Chiefs; order safety training materials and arrange for staff training opportunities; attend City-wide safety committee meetings.
7. May perform non-technical, visual inspections of construction projects.
8. Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of customer service.

Modern office methods and equipment including computers and associated word processing and spreadsheet applications.

Mathematical principles.

Principles and practices of record keeping.

Principles and practices of contract administration.

Principles and practices of business correspondence and technical report preparation.

Methods and techniques of conducting public and committee presentations.

Methods and techniques of performing construction site inspections and assessments.

Pertinent Federal, State and local laws, codes and regulations.

**CITY OF FOREST GROVE**  
**Public Works Programs Specialist (Continued)**

**Ability to:**

Conduct inspections of backflow systems and assess condition of sidewalks and curbs.  
Maintain good customer relations with citizens.  
Interpret, explain and enforce department policies and procedures.  
Operate and use modern office equipment including computers and supporting word processing and spreadsheet applications.  
Research, compile and summarize a variety of informational materials.  
Monitor and manage project progress.  
Prepare clear and concise technical and administrative reports.  
Work independently in the absence of supervision.  
Work cooperatively with other departments, City officials and outside agencies  
Maintain accurate files and records.  
Understand and carry out oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective relationships with those contacted in the course of work.

**Education and Experience Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Equivalent to the completion of the twelfth grade supplemented by coursework in engineering, construction, or business administration.

**Experience:**

Two years of experience in program coordination and project management. Experience in public works construction field operations preferred.

**License Required**

Possession of an appropriate, valid driver's license.

Possess or be able to obtain cross connection specialist certification.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Office environment; travel from site to site.

**Mobility:** Incumbents in this classification require sufficient mobility to perform heavy, moderate or light lifting; to walk, stand or sit for prolonged periods of time; to bend, stoop, kneel and crawl; and to operate motorized equipment and vehicles.

**Vision:** Vision sufficient to read written materials and operate assigned equipment.