

is there between the various engineering divisions? If so, we should have a separate job desc. for each one.

CITY OF SPRINGFIELD
JOB DESCRIPTION

Job Title: Engineer IV
 Dept/Div: Public Works/City Engineering
 Work Location: Municipal Center West
 Supervisor: City Engineer Status: PM 15
 Positions Supervised: Engineers (1-2) Engineering Technicians (1-4)
 FLSA Status: Exempt

JOB SUMMARY

A Civil Engineer IV is a senior level engineer that applies intensive and diversified knowledge of engineering principles and practices in broad areas of assignments and related fields. Work includes performing difficult and complex technical tasks of an engineering nature in connection with the conception, investigation, planning, design and analysis of municipal infrastructure. Makes some decisions independently on engineering problems and methods and represents the organization in meetings in areas of specific expertise and to plan and coordinate work. Generally provides managerial and technical leadership for one of the work divisions in Engineering.

JOB DUTIES

Are these all essential functions?

- E M
1. Supervises engineers and engineering technicians in a particular engineering division and/or directs a number of large and important projects in a particular engineering division. 9%
- E M
2. Plans work needs in a particular engineering division. 9%
- E M
3. Assists with the City Engineer in the hiring of engineering consultants, the negotiation of contracts with engineering consultants, and the coordination and review of consulting engineering services on activities within a particular engineering division. This could include continuing as project manager on the projects which would include the review of progress, approval of invoices and the review of preliminary and final design. 9%
- E M
4. Provides technical advice to the streets and sewer divisions in Public Works concerning the installation and maintenance of municipal infrastructure and equipment. 9%
- E M
5. Drafts or causes to be drafted, public records and reviews legal plats, survey plats and drawing of property surveys and supervises preparation of documents regarding annexations, easements, dedications and vacations. Prepares description of property to be acquired by the city and examines vital documents for ownership information. 9%
- E M
6. Prepares and presents both oral and/or written reports on projects, both routine and complex. 9%
- E M
7. Assists with the City Engineer in preparing a capital improvement program that includes project description and budgets. 10%

E M
8. Makes estimates of cost for public improvements. Investigates and analyzes data to define problems and determine solutions. Prepares plans and specifications for public improvements. 9%

E M
9. Supervises work of survey parties, observing and recording data, establishing line and grade control, making topographic surveys in connection with construction projects. Assures quality of materials used on public improvement projects. Inspects construction of public improvements. 9%

E M
10. Designs, advertises, open bids, prepares contract documents and provides construction inspection for quality control on infrastructure improvement projects. 9%

E M
11. Serves as liaison for projects or activities with citizens, businesses, other governmental agencies, utility companies and other community groups. 9%

(M) 12. *Performs other duties as required or assigned*

ACCOUNTABILITIES

1. City Engineer reviews, accepts and/or approves engineering decisions and determines the city's official position.
2. City Engineer reviews work.
3. City Engineer reviews schedules and other reports to ensure quality, timeliness and integration with other entities.

EQUIPMENT, AIDS AND TOOLS

Personal computer, copy machine, print machine, plotter, land survey equipment, automobile, drafting equipment, writing and drawing instruments.

REGULAR CONTACTS

Engineering Technicians, Engineers, Engineering Personnel from other entities, other Professional Consultants, General Public, Elected Officials, Developers, Contractors.

WORKING CONDITIONS

Requires ability to work in an office environment, construction site, and in a locale pertinent to making presentations to a small group of engineers, a large public body, and a group of elected officials.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Requires knowledge of good engineering practices, procedures and knowledge or ability to learn current published guidelines.
- Requires mechanical skills to operate personal computer, land survey equipment, automobiles and other general office equipment.
- Requires ability to effectively read, listen and express technical information both orally and in writing in the English language.
- Ability to maintain effective working relationships with others.

PHYSICAL REQUIREMENTS

- Requires the ability to stoop, kneel, crouch, crawl, climb and walk and the physical conditioning to perform job duties both in an office setting and on a construction work site setting.
- Requires the ability to talk and hear in the English language in order to communicate with office personnel and other contacts.
- Requires the ability to see in order to drive an automobile and make measurements in field circumstances, and take off of plans and specifications.

MENTAL REQUIREMENTS

- Requires ability to use independent judgment under ideal and emergency conditions.

TRAINING AND EXPERIENCE

- Bachelor of Science Degree in Civil Engineering from a college or university accredited by the Engineering Accreditation Commission of the Accreditation Board of Engineering and Technology (ABET) or education sufficient for registration in the State of Illinois, plus any required continuing education for registration.
- Registration as a Professional Engineer in the State of Illinois, or registration in another state with the ability to obtain in Illinois within six (6) months.
- Good working knowledge of computer applications in Civil Engineering including spreadsheets, word processing and database programs.
- At least fourteen (14) years of experience working as a Civil Engineer after graduation with a Bachelors Degree in Civil Engineering. ~~A Masters Degree may substitute for two (2) years of experience.~~

PREFERENCES

- A Masters Degree in an applicable branch of Civil Engineering or a Masters Degree in Business or Public Administration.
- Licensed as a Registered Land Surveyor.
- Previous experience in municipal or county engineering.
- Additional experience in a non-governmental organization.
- Working knowledge of a computer-aided drafting program (e.g. AutoCad) and engineering specific computer software (e.g. Haesfed methods, HEC, GIS, HCM).

ADDITIONAL REQUIREMENTS

- Requires possession of a valid Illinois drivers license.

Need attribute worksheet



CITY OF SPRINGFIELD JOB DESCRIPTION

JOB TITLE:	Operations Coordinator-Sewer	DATE:	March 28, 2012
DEPT/DIV:	Public Works-Sewer	LOCATION:	Sewer Dept-301 N. 17 th
SUPERVISOR:	Director of Public Works and Sewer Engineer	STATUS:	PM 12
POSITIONS SUPERVISED:	Engineer Technicians, Work Crews and TDL's		

JOB SUMMARY:

Under general direction, aids the Sewer Engineer in ensuring that all regularly scheduled work of the Sewer Dept. functions are completed, supervises all maintenance activities, schedules and distributes assignments to all work crews, and supervises all construction of sewer system projects and maintenance.

JOB DUTIES AND ACCOUNTABILITIES:

E/M	Description	% Time
E	1. Prioritizes the distribution of all work schedules for work crews.	25
E	2. Organizes and arranges assignments of manpower and equipment.	25
E	3. Supervises personnel to ensure all safety policies and programs for the department and City are followed.	25
E	4. Purchases the materials, equipment, parts and supplies for the sewer department while maintaining City guidelines.	20
M	5. Performs other duties as required or assigned.	5

EQUIPMENT, AIDS, AND TOOLS:

Motor vehicle, telephone, computer, radio, and calculator.

REGULAR CONTACTS:

Director of Public Works, Sewer Engineer, Sewer employees, Aldermen, other City Department personnel, and the general public.

WORKING CONDITIONS:

Subject to outside environment conditions including heat and cold, subject to noise, vibration, fumes, consistent with working near construction equipment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Requires knowledge of sewer, street repair, drainage, and surveying procedures and techniques.

Requires thorough knowledge of construction equipment and the parts and supplies needed to maintain a fleet of heavy equipment.

Requires the ability to make decisions on a daily basis with regards to manpower, equipment needs, and scheduling.

Requires ability to establish and maintain effective working relationships with department heads, co-workers and the general public.

Requires ability to keep records, make reports, and requisitions.

Requires knowledge of inventory control.

Requires working knowledge of rules and regulations of the City and the department.

PHYSICAL REQUIREMENTS:

Requires ability to lift object in excess of 50 lbs occasionally.

TRAINING AND EXPERIENCE/MENTAL REQUIREMENTS:

Requires knowledge, skills and mental development equivalent to a highschool diploma or GED and four years experience in sewer maintenance and procedures; or any equivalent combination of education and experience. Coursework in drafting is preferred.

ADDITIONAL REQUIREMENTS:

Requires possession of a valid Illinois Class "D" driver's license.

FLSA STATUS: Exempt Non-exempt

Y	N	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. The employee customarily and regularly directs the work of at least two other employees.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. The employee makes recommendations as to hiring, firing, promotion, or disciplinary action of other employees.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. The employee plans and apportsions work, monitors performance, and determines techniques/resources to be used by other employees.
If all of (1), (2), and (3) are checked "yes", the position is exempt. Otherwise, continue with remaining questions.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. The employee customarily and regularly exercises discretion and independent judgment.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. The employee devotes less than 20% of his/her workweek to non-exempt duties (e.g., typing, data entry, posting accounts, etc.).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. The employee performs under only general supervision, and/or works along specialized or technical lines requiring specialized training, experience, or knowledge.;
If all of (3), (4), and (5) are checked "yes", the position is exempt.		

Supervisor Approval: _____

Date: _____

Director Approval: _____

Date: _____

Human Resources Approval: _____

Date: _____

POSITION ATTRIBUTE WORKSHEET

JOB TITLE:

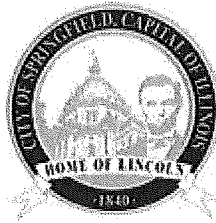
1. PHYSICAL ACTIVITY

ATTRIBUTE	DUTIES	% Time
A. CLIMBING: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc., using feet and legs and/or hands and arms. Body agility is emphasized. Important if the amount and kind of climbing exceeds that required for ordinary locomotion.		
B. BALANCING: Maintaining body equilibrium to prevent falling when walking, standing, or crouching. Important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	1-5	10
C. STOOPING: Bending body downward and forward by bending spine at the waist. Important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.		
D. KNEELING: Bending legs at knee to come to a rest on knee or knees.		
E. CROUCHING: Bending the body downward and forward by bending leg and forward bending leg and spine.		
F. CRAWLING: Moving about on hands and knees or hands and feet.		
G. REACHING: Extending hand(s) and arm(s) in any direction.	1-5	10
H. STANDING: Particularly for sustained periods of time.	1-5	10
I. WALKING: Moving about on feet to accomplish tasks, particularly for long distances.	1-5	10
J. PUSHING: Using upper extremities to press with steady force in order to thrust forward, downward or outward.	1-5	10
K. PULLING: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.		
L. LIFTING: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Important if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.	1-5	10
M. FINGERING: Picking, pinching, typing or otherwise working, primarily with the fingers rather than with the whole hand or arm as in handling.	1-5	10
N. GRASPING: Applying pressure to an object with the fingers and palm.	1-5	10
O. FEELING: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of the fingertips	1-5	10
P. TALKING: Expressing or exchanging ideas by means of the spoken word; conveying detailed or important spoken instructions to other worker accurately, loudly, or quickly.	1-5	20
Q. HEARING: Perceiving the nature of sounds, with or without correction; receiving detailed information through oral communication, making fine discriminations in sound.	1-5	10
R. REPETITIVE MOTIONS: Substantial movements of the wrists, hands, and/or fingers.	1-5	10

5. **WORKING CONDITIONS – CHECK ALL THAT APPLY**

ATTRIBUTE	ITEM
A. Subject to inside environmental conditions; protected from weather conditions, some temperature changes.	<input type="checkbox"/>
B. Subject to outside environmental conditions.	<input type="checkbox"/>
C. Subject to both inside and outside environmental conditions.	<input checked="" type="checkbox"/>
D. Subject to extreme cold; temperature below 32 degrees for periods of more than one hour.	<input checked="" type="checkbox"/>
E. Subject to extreme heat: temperatures above 100 degrees for periods of more than one hour. Note if seasonal or process related.	<input checked="" type="checkbox"/>
F. Subject to noise sufficient to cause the worker to shout in order to be heard.	<input checked="" type="checkbox"/>
G. Subject to vibration of the extremities or whole body.	<input type="checkbox"/>
H. Subject to hazards such as proximity to moving parts, electrical current, working on scaffolding and high places, or exposure to chemicals.	<input type="checkbox"/>
I. Subject to conditions that affect the respiratory system or the skin such as fumes, odors, dusts, mists, gases or poor ventilation.	<input type="checkbox"/>
J. Subject to oils or other cutting fluids.	<input type="checkbox"/>
K. Required to wear respirator.	<input type="checkbox"/>
L. Not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).	<input type="checkbox"/>

6. **COMMENTS/NOTES**



**CITY OF SPRINGFIELD
JOB DESCRIPTION**

JOB TITLE:	Public Works Supervisor	DATE:	10/16/2013
DEPT/DIV:	Public Works / Sewer	LOCATION:	301 North 17th Street
SUPERVISOR:	Operations Coordinator	STATUS:	PM 10
POSITIONS SUPERVISED:	Lead Foreman, Truck Driver Laborers, Operating Engineers		

JOB SUMMARY: Under general direction, plans, instructs, coordinates, assigns, and supervises Sewer Division repair and maintenance crews. Supervises and directs snow removal crews in assigned areas.

JOB DUTIES AND ACCOUNTABILITIES:

E/M	Description	% Time
E	1. Assigns duties to work crews and coordinates and supervises work crew activities.	45
E	2. Maintains detailed, accurate records and reports on the daily duties and activities of the work crews.	25
E	3. Acts as liaison between the Operations Coordinator and the work crews.	10
E	4. Supervises snow removal operations in assigned areas of the city.	5
E	5. Maintains materials inventory for the Sewer Division.	5
E	6. Communicates by telephone, radio systems and in person with both internal staff and with the public as needed.	5
M	7. Performs other duties as required or assigned.	5

EQUIPMENT, AIDS, AND TOOLS:

Vehicle, computer, radio, locating equipment, general office equipment.

REGULAR CONTACTS:

Sewer Engineer, Operations Coordinator, Engineering Technicians, sewer crews, and the general public.

WORKING CONDITIONS:

Work is performed primarily outdoors in all weather conditions including extreme heat and cold, rain and snow with some indoor responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge and competent use of materials, equipment and systems used by the Sewer Division.
Ability to establish and maintain effective working relationships with other department employees and other regular contacts.

Ability to monitor specialized equipment and recognize malfunctioning equipment or faulty results associated with various equipment.

Knowledge of and competent use of computer hardware and software.

Knowledge of and competent reading/interpretation of the City's sewer mapping system.

Ability to supervise and train other employees on a limited job-by-job basis.

PHYSICAL REQUIREMENTS:

Ability to lift up to 75 pounds.

Ability to hear, see, stoop, reach, bend, stand and walk.

Ability to perform repetitive tasks.

TRAINING AND EXPERIENCE/MENTAL REQUIREMENTS:

Knowledge, skill and mental development equivalent to completion of four years of high school and two years of related technical on-the-job experience. Relevant prior training and/or supervisory experience a plus.

ADDITIONAL REQUIREMENTS:

Requires a valid Class *D* drivers license.

FLSA STATUS: Exempt Non-exempt

Y	N	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. The employee customarily and regularly directs the work of at least two other employees.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. The employee makes recommendations as to hiring, firing, promotion, or disciplinary action of other employees.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. The employee plans and apportsions work, monitors performance, and determines techniques/resources to be used by other employees.
If all of (1), (2), and (3) are checked "yes", the position is exempt. Otherwise, continue with remaining questions.		
<input type="checkbox"/>	<input type="checkbox"/>	4. The employee customarily and regularly exercises discretion and independent judgment.
<input type="checkbox"/>	<input type="checkbox"/>	5. The employee devotes less than 20% of his/her workweek to non-exempt duties (e.g., typing, data entry, posting accounts, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	6. The employee performs under only general supervision, and/or works along specialized or technical lines requiring specialized training, experience, or knowledge.;
If all of (4), (5), and (6) are checked "yes", the position is exempt.		

Supervisor Approval: _____

Date: _____

Director Approval: _____

Date: _____

Human Resources Approval: _____

Date: _____

POSITION ATTRIBUTE WORKSHEET

JOB TITLE: Public Works Supervisor - Sewer

1. PHYSICAL ACTIVITY

	ATTRIBUTE	DUTIES	% Time
A.	CLIMBING: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc., using feet and legs and/or hands and arms. Body agility is emphasized. Important if the amount and kind of climbing exceeds that required for ordinary locomotion.	1-4	5
B.	BALANCING: Maintaining body equilibrium to prevent falling when walking, standing, or crouching. Important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	1-4	5
C.	STOOPING: Bending body downward and forward by bending spine at the waist. Important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	1-4	10
D.	KNEELING: Bending legs at knee to come to a rest on knee or knees.	1-4	10
E.	CROUCHING: Bending the body downward and forward by bending leg and forward bending leg and spine.	1-4	10
F.	CRAWLING: Moving about on hands and knees or hands and feet.	1-4	5
G.	REACHING: Extending hand(s) and arm(s) in any direction.	1-4	25
H.	STANDING: Particularly for sustained periods of time.	1-4	25
I.	WALKING: Moving about on feet to accomplish tasks, particularly for long distances.	1-4	10
J.	PUSHING: Using upper extremities to press with steady force in order to thrust forward, downward or outward.	1-5	10
K.	PULLING: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	1-5	10
L.	LIFTING: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Important if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.	1-5, 7	25
M.	FINGERING: Picking, pinching, typing or otherwise working, primarily with the fingers rather than with the whole hand or arm as in handling.	1-7	50
N.	GRASPING: Applying pressure to an object with the fingers and palm.	1-7	75
O.	FEELING: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of the fingertips	1-7	10
P.	TALKING: Expressing or exchanging ideas by means of the spoken word; conveying detailed or important spoken instructions to other worker accurately, loudly, or quickly.	1-7	50
Q.	HEARING: Perceiving the nature of sounds, with or without correction; receiving detailed information through oral communication, making fine discriminations in sound.	1-7	50
R.	REPETITIVE MOTIONS: Substantial movements of the wrists, hands, and/or fingers.	1-7	50

2. PHYSICAL MODE – SELECT ONE

	ATTRIBUTE	LEVEL
A.	SEDENTARY WORK: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.	<input type="checkbox"/>
B.	LIGHT WORK: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. Use of arm and/or leg controls with exertion greater than Sedentary Work and the worker sits most of the time.	<input type="checkbox"/>
C.	MEDIUM WORK: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force constantly to move objects.	<input type="checkbox"/>
D.	HEAVY WORK: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force constantly to move objects.	<input checked="" type="checkbox"/>
E.	VERY HEAVY WORK: Exerting <i>in excess</i> of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	<input type="checkbox"/>

3. VISUAL REQUIREMENT – SELECT ONE

	ATTRIBUTE	LEVEL
A.	Level A is typical of CLERICAL, ADMINISTRATIVE, MACHINE OPERATION, CLOSE ASSEMBLY, INSPECTION: Minimum standard for those preparing and analyzing data and figures, such as transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines, (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.	<input checked="" type="checkbox"/>
B.	Level B is typical of MACHINE OPERATORS (without inspection), MECHANICS, SKILLED TRADESPEOPLE: Minimum standard for those working with machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.	<input type="checkbox"/>
C.	Level C is typical of MOBILE EQUIPMENT OPERATORS: Minimum standard for those who operate cars, trucks, forklifts, cranes, and high lift equipment.	<input type="checkbox"/>
D.	OTHER: Minimum based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.	<input type="checkbox"/>

4. MENTAL CAPABILITY REQUIREMENTS – SELECT ONE

	ATTRIBUTE	LEVEL
A.	Performs repetitive tasks following simple instructions.	<input type="checkbox"/>
B.	Performs a variety of simple tasks following instructions provided.	<input type="checkbox"/>
C.	Performs tasks requiring independent knowledge in addition to procedures or instructions provided.	<input type="checkbox"/>
D.	Performs complex tasks requiring independent knowledge and its application to non-routine situations.	<input type="checkbox"/>
E.	Performs highly complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise of independent judgment.	<input checked="" type="checkbox"/>

5. **WORKING CONDITIONS – CHECK ALL THAT APPLY**

ATTRIBUTE	ITEM
A. Subject to inside environmental conditions; protected from weather conditions, some temperature changes.	<input type="checkbox"/>
B. Subject to outside environmental conditions.	<input type="checkbox"/>
C. Subject to both inside and outside environmental conditions.	<input checked="" type="checkbox"/>
D. Subject to extreme cold; temperature below 32 degrees for periods of more than one hour.	<input checked="" type="checkbox"/>
E. Subject to extreme heat: temperatures above 100 degrees for periods of more than one hour. Note if seasonal or process related.	<input checked="" type="checkbox"/>
F. Subject to noise sufficient to cause the worker to shout in order to be heard.	<input checked="" type="checkbox"/>
G. Subject to vibration of the extremities or whole body.	<input type="checkbox"/>
H. Subject to hazards such as proximity to moving parts, electrical current, working on scaffolding and high places, or exposure to chemicals.	<input checked="" type="checkbox"/>
I. Subject to conditions that affect the respiratory system or the skin such as fumes, odors, dusts, mists, gases or poor ventilation.	<input checked="" type="checkbox"/>
J. Subject to oils or other cutting fluids.	<input type="checkbox"/>
K. Required to wear respirator.	<input type="checkbox"/>
L. Not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).	<input type="checkbox"/>

6. **COMMENTS/NOTES**



CITY OF SPRINGFIELD JOB DESCRIPTION

JOB TITLE: Engineering Technician IV

DATE: December 16, 2004

DEPT/DIV: Public Works

WORK LOCATION: Sewer Division

SUPERVISOR: Superintendent of Public Works/ Sewer

STATUS: PM 5

POSITIONS SUPERVISED: None

FLSA STATUS: Non-Exempt

JOB SUMMARY

Operates the television inspection equipment used for internal inspection of sewers. Collects data for manhole line segment inventory. Communicates on telephone and radio systems. Receives service requests, opens and closes work orders. Assist with maintenance of computer hardware and software. Maintains Sewer Record Mapping. Use electronic equipment and/or record maps to locate sewer facilities. Monitors pump station operation. Install, maintain, monitor rain gauges and flow meters. Performs other detailed investigations as assigned. Works under the direction of the Sewer Division Manager.

JOB DUTIES

- E 50% 1. Television inspection on sewer throughout the City. Scheduling, preparing, setting up and taking down of all equipment. Compile data and prepare reports on sewers. Maintain equipment.
- E 5% 2. Office duties (telephone, radio, computer data input, computer maintenance
- E 5% 3. Mapping
- E 20% 4. Locating
- E 10% 5. Rain Gauge, Flow Meter, Pump Station Monitoring
- M 10% 6. Performs other duties as required or assigned

ACCOUNTABILITIES

Maintain and service equipment to assure good operating condition

Collect data and complete reports accurately

Advise Division Manager orr Superintendent of Public Works/Sewer of system failures posing health or safety concerns

EQUIPMENT, AIDS & TOOLS

Camera, VCR, lighthouse, various tools, vehicle, tracker, winch, computer

REGULAR CONTACTS

Operations Manager, Engineering Technicians, Sewer Crews

WORKING CONDITIONS

Outdoors year round in all weather conditions including rain, heat and cold

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Requires knowledge of the sewer condition rating system

Requires through knowledge of materials and equipment used by the department

Requires through knowledge of TV equipment

Must be able to operate a motor vehicle

Requires ability to establish and maintain effective working relationships with other department employees and regular contacts

PHYSICAL REQUIREMENTS

Ability to lift up to 70 pounds and must be able to stoop, reach, bend, stand, and walk

MENTAL REQUIREMENTS

Requires knowledge skill and mental development equivalent to completion of two years college and three years technical experience

TRAINING AND EXPERIENCE

Knowledge of computer

Knowledge of TV equipment

Knowledge of Sewer System

ADDITIONAL REQUIREMENTS

Requires possession of a valid D driver's license

POSITIONS SUPERVISED:



POSITION ATTRIBUTE WORKSHEET

INSTRUCTIONS

This worksheet is a tool to identify activities and requirements of a position. It should be used in conjunction with the JOB DESCRIPTION.

Complete the worksheet according to the following steps:

1) Refer to the essential functions listed on the JOB DESCRIPTION.

- a) Think each duty through step by step to identify all activities, processes and working conditions involved.
- b) Complete each section of the worksheet based on this analysis.
- c) Refer to the essential functions and the steps involved in each as often as necessary.

2) Section 1 - PHYSICAL ACTIVITY:

- a) Review each attribute and identify all duties that apply.
- b) List duties by duty number in the DUTIES column.
- c) Estimate the total percentage of time the incumbent will spend on this attribute. Note the percentage in the % TIME column. Percentages do not have to total 100%. One attribute may be performed for several job duties or several attributes may be involved when performing one job duty.

EXAMPLE:

A Clerk II's primary duty is "filing." For this duty, the employee may PULL a file drawer open, GRASP the file folder, FINGER a sheet of paper to pick it up and place it in the file folder, GRASP and REACH to replace the file folder, and PUSH the file drawer closed.

3) Sections 2 - 4 - PHYSICAL MODE, VISUAL REQUIREMENT, MENTAL CAPABILITY REQUIREMENT:

- a) Review all levels of each attribute.
- b) Check the level which applies to the position being analyzed.

EXAMPLE:

The Clerk II performs LIGHT WORK since he uses a negligible amount of force constantly to move objects (i.e. file folders, file drawers).

4) Section 5 - WORKING CONDITIONS:

- a) Check all items which apply to that position.

5) Section 6 - COMMENTS:

- a) Any other information which is useful for analyzing the job attributes.

EXAMPLE:

The Clerk II works independently in retrieving and filing departmental files for employees as well as the general public. He must remain at his work station at all times except for lunch hour and breaks, when someone fills in for him. It should be noted that "Employee must remain at work station for extended periods."

6) Use the information from this form to complete the JOB DESCRIPTION.

POSITION ATTRIBUTE WORKSHEET

JOB TITLE: Account Tech I

1. PHYSICAL ACTIVITY

	ATTRIBUTE	DUTIES	% TIME
A. CLIMBING: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc., using feet and legs and/or hands and arms. Body agility is emphasized. Important if the amount and kind of climbing exceeds that required for ordinary locomotion.		_____	_____
B. BALANCING: Maintaining body equilibrium to prevent falling when walking, standing, or crouching. Important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.		_____	_____
C. STOOPING: Bending body downward and forward by bending spine at the waist. Important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.		_____	_____
D. KNEELING: Bending legs at knee to come to a rest on knee or knees.		_____	_____
E. CROUCHING: Bending the body downward and forward by bending leg and forward bending leg and spine.		_____	_____
F. CRAWLING: Moving about on hands and knees or hands and feet.		_____	_____
G. REACHING: Extending hand(s) and arm(s) in any direction.		_____	_____
H. STANDING: Particularly for sustained periods of time.		_____	_____
I. WALKING: Moving about on feet to accomplish tasks, particularly for long distances.		_____	_____
J. PUSHING: Using upper extremities to press with steady force in order to thrust forward, downward or outward.		_____	_____
K. PULLING: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.		_____	_____
L. LIFTING: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Important if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.		_____	_____
M. FINGERING: Picking, pinching, typing or otherwise working, primarily with the fingers rather than with the whole hand or arm as in handling.		_____	_____
N. GRASPING: Applying pressure to an object with the fingers and palm.		_____	_____
O. FEELING: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of the fingertips.		_____	_____
P. TALKING: Expressing or exchanging ideas by means of the spoken word; conveying detailed or important spoken instructions to other worker accurately, loudly, or quickly.		_____	_____
Q. HEARING: Perceiving the nature of sounds, with or without correction; receiving detailed information through oral communication, making fine discriminations in sound.		_____	_____
R. REPETITIVE MOTIONS: Substantial movements (motions) of the wrists, hands, and/or fingers.		_____	_____

2. PHYSICAL MODE - SELECT ONE

ATTRIBUTE	LEVEL
------------------	--------------

A. **SEDENTARY WORK:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

B. **LIGHT WORK:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. Use of arm and/or leg controls with exertion greater than Sedentary Work and the worker sits most of the time.

C. **MEDIUM WORK:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force constantly to move objects.

D. **HEAVY WORK:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force constantly to move objects.

E. **VERY HEAVY WORK:** Exerting *in excess* of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

3. VISUAL REQUIREMENT - SELECT ONE

ATTRIBUTE

LEVEL

A. Level A is typical of **CLERICAL, ADMINISTRATIVE, MACHINE OPERATION, CLOSE ASSEMBLY, INSPECTION:** Minimum standard for those preparing and analyzing data and figures, such as transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines, (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

B. Level B is typical of **MACHINE OPERATORS** (without inspection), **MECHANICS, SKILLED TRADESPEOPLE:** Minimum standard for those working with machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach and those who do work of a nonrepetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.

C. Level C is typical of **MOBILE EQUIPMENT OPERATORS:** Minimum standard for those who operate cars, trucks, forklifts, cranes, and high lift equipment.

D. **OTHER:** Minimum based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

4. MENTAL CAPABILITY REQUIREMENTS -SELECT ONE

ATTRIBUTE

LEVEL

A. Performs repetitive tasks following simple instructions.

B. Performs a variety of simple tasks following instructions provided.

C. Performs tasks requiring independent knowledge in addition to procedures or instructions provided.

D. Performs complex tasks requiring independent knowledge and its application to non-routine situations.

E. Performs highly complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise of independent judgment.

5. WORKING CONDITIONS - CHECK ALL THAT APPLY

ATTRIBUTE

ITEM

-
- A. Subject to inside environmental conditions; protected from weather conditions, some temperature changes. _____
 - B. Subject to outside environmental conditions. _____
 - C. Subject to both inside and outside environmental conditions. _____
 - D. Subject to extreme cold; temperature below 32 degrees for periods of more than one hour. _____
 - E. Subject to extreme heat: temperatures above 100 degrees for periods of more than one hour. Note if seasonal or process related. _____
 - F. Subject to noise sufficient to cause the worker to shout in order to be heard. _____
 - G. Subject to vibration of the extremities or whole body. _____
 - H. Subject to hazards such as proximity to moving parts, electrical current, working on scaffolding and high places, or exposure to chemicals. _____
 - I. Subject to conditions that affect the respiratory system or the skin such as fumes, odors, dusts, mists, gases or poor ventilation. _____
 - J. Subject to oils or other cutting fluids. _____
 - K. Required to wear respirator. _____
 - L. Not substantially exposed to adverse environmental conditions (such as in typical office or administrative work). _____

6. COMMENTS/NOTES

**CITY OF SPRINGFIELD
JOB DESCRIPTION**

JOB TITLE: Engineering Technician III **DATE:** 09/21/2011
DEPT/DIV: Public Works **LOCATION:** Sewer Division
SUPERVISOR: Director, City Engineer,
Engineer 3, 4, 5 **STATUS:** PM 5

POSITIONS SUPERVISED: None
FLSA STATUS: Non-Exempt

JOB SUMMARY:

Operates the television inspection equipment used for internal inspection of sewers. Collects data for manhole and line segment inventory. Receives service requests, opens and closes work orders. Prepares and drafts plans for bid. Provides assistance with technical engineering documents. Assist with maintenance of computer hardware and software. Maintains sewer record mapping. Use electronic equipment and /or record maps to locate sewer facilities. Monitors pump station operations. Install, maintain, monitors rain gauges and flow meters. Performs other detailed investigations as assigned.

JOB DUTIES:

E/M	Description	% Time
E	1. Television inspections on sewers throughout the City. Scheduling preparing, setting up and taking down all sewer equipment. Compile data and prepare reports on sewers. Maintain equipment.	10%
E	2. Performs as the chief design technician for Sewer Division and will be responsible for drafting and producing plans for bids.	10%
E	3. Works with the technical staff engaged in the preparation of technical engineering reports, memoranda, letters, recommendations and draft orders concerning designs, plans, specifications, evaluations, construction programs, operation standards and testing standards	10%
E	4. Maintains detailed documentation and reports of activities within the Sewer system	25%
E	5. Mapping and locating designs using Sewer's computer software	25%
E	6. Rain gauge, flow meters and pump station monitoring	10%
E	7. Performs other duties as required or assigned.	10%

ACCOUNTABILITIES:

1. Maintain and service equipment to assure good operating condition
2. Collects data and completes reports accurately
3. Prepares and drafts construction plans
4. Advises management of system failures posing health and safety concerns

EQUIPMENT, AIDS, TOOLS:

Personel Computer, copy machine, print machine, PC printer, plotter, land survey equipment, writing and drawing instruments, camera, television equipment, winch tracker, vehicle

REGULAR CONTACTS:

Engineers, Operations Coordinator, Engineering Technicians, Sewer Crews , contractors, contractor personnel, general public

WORKING CONDITIONS:

Subject to both inside and outside working conditions

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

Requires knowledge of design and drafting software

Requires knowledge of the sewer condition rating system

Requires thorough knowledge of television equipment

Requires the ability to effectively express technical information both orally and in writing

Requires the ability to hear and read technical information

PHYSICAL REQUIREMENTS:

Requires ability to stoop, kneel, write, crouch, crawl and walk to perform required fieldwork

Requires the ability to work with fingers in input data on a personal computer, write documentation in field books, and operate television equipment and other office machines

Requires ability to talk and hear the English language in order to communicate with contacts met in the context of projects

Requires the ability to lift up to 70 pounds

MENTAL REQUIREMENTS:

Must have ability to understand and follow complete instructions

TRAINING AND EXPERIENCE:

Requires knowledge skill and mental development equivalent to completion of two years college with course work in engineering and three years progressively responsible technical engineering experience. Experience in drafting and designing software

ADDITION REQUIREMENTS

Requires possession of a valid Illinois driver's license

POSITION ATTRIBUTE WORKSHEET

JOB TITLE: **Engineer Technician 3**

1. PHYSICAL ACTIVITY

ATTRIBUTE	DUTIES	% Time
A. CLIMBING: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc., using feet and legs and/or hands and arms. Body agility is emphasized. Important if the amount and kind of climbing exceeds that required for ordinary locomotion.		
B. BALANCING: Maintaining body equilibrium to prevent falling when walking, standing, or crouching. Important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	1,2,4,5	10%
C. STOOPING: Bending body downward and forward by bending spine at the waist. Important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	1,2,4,5	10%
D. KNEELING: Bending legs at knee to come to a rest on knee or knees.	1,2,4,5	10%
E. CROUCHING: Bending the body downward and forward by bending leg and forward bending leg and spine.	1,2,4,5	20%
F. CRAWLING: Moving about on hands and knees or hands and feet.	1	5%
G. REACHING: Extending hand(s) and arm(s) in any direction.	1-7	10%
H. STANDING: Particularly for sustained periods of time.	1-7	10%
I. WALKING: Moving about on feet to accomplish tasks, particularly for long distances.	1-7	10%
J. PUSHING: Using upper extremities to press with steady force in order to thrust forward, downward or outward.	1,2,4,5	5%
K. PULLING: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	1,2,4,5	5%
L. LIFTING: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Important if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.	1-7	10%
M. FINGERING: Picking, pinching, typing or otherwise working, primarily with the fingers rather than with the whole hand or arm as in handling.	1-7	10%
N. GRASPING: Applying pressure to an object with the fingers and palm.	1-7	10%
O. FEELING: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of the fingertips		
P. TALKING: Expressing or exchanging ideas by means of the spoken word; conveying detailed or important spoken instructions to other worker accurately, loudly, or quickly.	1-7	10%

- | | | | |
|----|---|-----|-----|
| Q. | HEARING: Perceiving the nature of sounds, with or without correction; receiving detailed information through oral communication, making fine discriminations in sound. | 1-7 | 10% |
| R. | REPETITIVE MOTIONS: Substantial movements (motions) of the wrists, hands, and/or fingers. | 1-7 | 10% |

2. PHYSICAL MODE – SELECT ONE

- | | ATTRIBUTE | | LEVEL |
|----|---|--|-------|
| A. | SEDENTARY WORK: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. | | |
| B. | LIGHT WORK: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. Use of arm and/or leg controls with exertion greater than Sedentary Work and the worker sits most of the time. | | X |
| C. | MEDIUM WORK: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force constantly to move objects. | | |
| D. | HEAVY WORK: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force constantly to move objects. | | |
| E. | VERY HEAVY WORK: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. | | |

3. VISUAL REQUIREMENT – SELECT ONE

- | | ATTRIBUTE | | LEVEL |
|----|--|--|-------|
| A. | Level A is typical of CLERICAL, ADMINISTRATIVE, MACHINE OPERATION, CLOSE ASSEMBLY, INSPECTION: Minimum standard for those preparing and analyzing data and figures, such as transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines, (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes. | | X |
| B. | Level B is typical of MACHINE OPERATORS (without inspection), MECHANICS, SKILLED TRADESPEOPLE: Minimum standard for those working with machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. | | |
| C. | Level C is typical of MOBILE EQUIPMENT OPERATORS: Minimum standard for those who operate cars, trucks, forklifts, cranes, and high lift equipment. | | |
| D. | OTHER: Minimum based on the criteria of accuracy and neatness of work for janitors, sweepers, etc. | | |

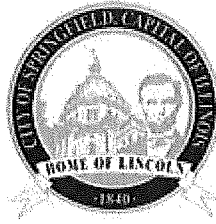
4. MENTAL CAPABILITY REQUIREMENTS – SELECT ONE

ATTRIBUTE	LEVEL
A. Performs repetitive tasks following simple instructions.	
B. Performs a variety of simple tasks following instructions provided.	
C. Performs tasks requiring independent knowledge in addition to procedures or instructions provided.	
D. Performs highly complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise of independent judgment.	X

5. WORKING CONDITIONS – CHECK ALL THAT APPLY

ATTRIBUTE	ITEM
A. Subject to inside environmental conditions; protected from weather conditions, some temperature changes.	
B. Subject to outside environmental conditions.	
C. Subject to extreme cold; temperature below 32 degrees for periods of more than one hour.	
D. Subject to extreme heat: temperatures above 100 degrees for periods of more than one hour. Note if seasonal or process related.	
E. Subject to noise sufficient to cause the worker to shout in order to be heard.	X
F. Subject to vibration of the extremities or whole body.	
G. Subject to hazards such as proximity to moving parts, electrical current, working on scaffolding and high places, or exposure to chemicals.	X
H. I. Subject to conditions that affect the respiratory system or the skin such as fumes, odors, dusts, mists, gases or poor ventilation.	X
J. Subject to oils or other cutting fluids.	
K. Required to wear respirator.	
L. Not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).	

6. COMMENTS/NOTES



**CITY OF SPRINGFIELD
JOB DESCRIPTION**

JOB TITLE:	Engineering Tech III	DATE:	11/6/12
DEPT/DIV:	Public Work / Sewer	LOCATION:	Sewer
SUPERVISOR:	Operations Coordinator	STATUS:	NOV 12
POSITIONS SUPERVISED:	None		

JOB SUMMARY: This position is mainly a field work type job setting providing Engineering Technical support to the Sewer Division of Public Works. Job Duties for this position are focused on creating, collecting, observing, inspecting and locating information for and about existing and new Division assets and working with other office and field personnel to manage Division assets. Specific duties include managing J.U.L.I.E. locates, rain gauge information, flow meters, pump stations and other specialized equipment. Also responsible for mentoring new employees, training and verifying Division data.

JOB DUTIES AND ACCOUNTABILITIES:

E/M	Description	% Time
E	Performs inspections of Division assets.	10
E	Performs field locates of assets for J.U.L.I.E. locates	50
E	Performs construction inspection and observation.	5
E	Performs data collection on Division assets	10
E	Office and field duties as required or assigned	5
E	Installs, maintains and manages various monitoring systems	10
E	Manages pump stations	5
E	Communicates on telephone, radio systems and in person with both internal staff and with the public as needed.	5

EQUIPMENT, AIDS, AND TOOLS:

Computer, Locating equipment, Rain Gauges, Flow Meters, Television, DVD, general office equipment.

REGULAR CONTACTS:

Sewer Engineer, Operations Coordinator, Engineering Technicians, Sewer Crews, General Public

WORKING CONDITIONS:

Year round outdoor working environment with limited indoor responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

Requires thorough knowledge and competent use of materials, equipment and systems used by the Sewer Division.

Requires the ability to establish and maintain effective working relationships with other department employees and other regular contacts.

Requires the ability to monitor specialized equipment and recognize malfunctioning equipment or faulty results associated with various equipment.

Requires the ability to supervise and train other employees on a limited job by job basis.

PHYSICAL REQUIREMENTS:

Ability to lift up to 75 pounds and must have the ability to hear, see, stoop, reach, bend, stand and walk.

TRAINING AND EXPERIENCE/MENTAL REQUIREMENTS:

Requires the knowledge, skills and mental development equivalent to completion of four years of high school and two years technical experience.

ADDITIONAL REQUIREMENTS:

Requires knowledge and competent use of computer hardware and software.

Requires the ability to perform repetitive tasks.

Requires knowledge of and competent reading/interpretation of the City's sewer mapping system.

Requires a valid Class D drivers license.

FLSA STATUS: Exempt Non-exempt

Y	N	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. The employee customarily and regularly directs the work of at least two other employees.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. The employee makes recommendations as to hiring, firing, promotion, or disciplinary action of other employees.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. The employee plans and apportions work, monitors performance, and determines techniques/resources to be used by other employees.
If all of (1), (2), and (3) are checked "yes", the position is exempt. Otherwise, continue with remaining questions.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. The employee customarily and regularly exercises discretion and independent judgment.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. The employee devotes less than 20% of his/her workweek to non-exempt duties (e.g., typing, data entry, posting accounts, etc.).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. The employee performs under only general supervision, and/or works along specialized or technical lines requiring specialized training, experience, or knowledge.;
If all of (4), (5), and (6) are checked "yes", the position is exempt.		

Supervisor Approval: _____

Date: _____

Director Approval: _____

Date: _____

Human Resources Approval: _____

Date: _____

POSITION ATTRIBUTE WORKSHEET

JOB TITLE:

1. PHYSICAL ACTIVITY

ATTRIBUTE	DUTIES	% Time
A. CLIMBING: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc., using feet and legs and/or hands and arms. Body agility is emphasized. Important if the amount and kind of climbing exceeds that required for ordinary locomotion.		5
B. BALANCING: Maintaining body equilibrium to prevent falling when walking, standing, or crouching. Important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.		5
C. STOOPING: Bending body downward and forward by bending spine at the waist. Important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.		10
D. KNEELING: Bending legs at knee to come to a rest on knee or knees.		10
E. CROUCHING: Bending the body downward and forward by bending leg and forward bending leg and spine.		10
F. CRAWLING: Moving about on hands and knees or hands and feet.		5
G. REACHING: Extending hand(s) and arm(s) in any direction.		25
H. STANDING: Particularly for sustained periods of time.		25
I. WALKING: Moving about on feet to accomplish tasks, particularly for long distances.		10
J. PUSHING: Using upper extremities to press with steady force in order to thrust forward, downward or outward.		10
K. PULLING: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.		10
L. LIFTING: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Important if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.		25
M. FINGERING: Picking, pinching, typing or otherwise working, primarily with the fingers rather than with the whole hand or arm as in handling.		50
N. GRASPING: Applying pressure to an object with the fingers and palm.		75
O. FEELING: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of the fingertips		10
P. TALKING: Expressing or exchanging ideas by means of the spoken word; conveying detailed or important spoken instructions to other worker accurately, loudly, or quickly.		50
Q. HEARING: Perceiving the nature of sounds, with or without correction; receiving detailed information through oral communication, making fine discriminations in sound.		50
R. REPETITIVE MOTIONS: Substantial movements of the wrists, hands, and/or fingers.		50

2. PHYSICAL MODE – SELECT ONE

	ATTRIBUTE	LEVEL
A.	SEDENTARY WORK: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.	<input type="checkbox"/>
B.	LIGHT WORK: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. Use of arm and/or leg controls with exertion greater than Sedentary Work and the worker sits most of the time.	<input type="checkbox"/>
C.	MEDIUM WORK: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force constantly to move objects.	<input checked="" type="checkbox"/>
D.	HEAVY WORK: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force constantly to move objects.	<input type="checkbox"/>
E.	VERY HEAVY WORK: Exerting <i>in excess</i> of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	<input type="checkbox"/>

3. VISUAL REQUIREMENT – SELECT ONE

	ATTRIBUTE	LEVEL
A.	Level A is typical of CLERICAL, ADMINISTRATIVE, MACHINE OPERATION, CLOSE ASSEMBLY, INSPECTION: Minimum standard for those preparing and analyzing data and figures, such as transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines, (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.	<input type="checkbox"/>
B.	Level B is typical of MACHINE OPERATORS (without inspection), MECHANICS, SKILLED TRADESPEOPLE: Minimum standard for those working with machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.	<input checked="" type="checkbox"/>
C.	Level C is typical of MOBILE EQUIPMENT OPERATORS: Minimum standard for those who operate cars, trucks, forklifts, cranes, and high lift equipment.	<input type="checkbox"/>
D.	OTHER: Minimum based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.	<input type="checkbox"/>

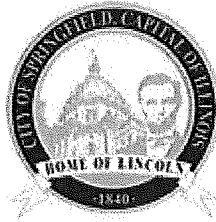
4. MENTAL CAPABILITY REQUIREMENTS – SELECT ONE

	ATTRIBUTE	LEVEL
A.	Performs repetitive tasks following simple instructions.	<input type="checkbox"/>
B.	Performs a variety of simple tasks following instructions provided.	<input type="checkbox"/>
C.	Performs tasks requiring independent knowledge in addition to procedures or instructions provided.	<input checked="" type="checkbox"/>
D.	Performs complex tasks requiring independent knowledge and its application to non-routine situations.	<input type="checkbox"/>
E.	Performs highly complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise of independent judgment.	<input type="checkbox"/>

5. WORKING CONDITIONS – CHECK ALL THAT APPLY

ATTRIBUTE	ITEM
A. Subject to inside environmental conditions; protected from weather conditions, some temperature changes.	<input type="checkbox"/>
B. Subject to outside environmental conditions.	<input type="checkbox"/>
C. Subject to both inside and outside environmental conditions.	<input checked="" type="checkbox"/>
D. Subject to extreme cold; temperature below 32 degrees for periods of more than one hour.	<input checked="" type="checkbox"/>
E. Subject to extreme heat: temperatures above 100 degrees for periods of more than one hour. Note if seasonal or process related.	<input checked="" type="checkbox"/>
F. Subject to noise sufficient to cause the worker to shout in order to be heard.	<input checked="" type="checkbox"/>
G. Subject to vibration of the extremities or whole body.	<input type="checkbox"/>
H. Subject to hazards such as proximity to moving parts, electrical current, working on scaffolding and high places, or exposure to chemicals.	<input checked="" type="checkbox"/>
I. Subject to conditions that affect the respiratory system or the skin such as fumes, odors, dusts, mists, gases or poor ventilation.	<input checked="" type="checkbox"/>
J. Subject to oils or other cutting fluids.	<input type="checkbox"/>
K. Required to wear respirator.	<input type="checkbox"/>
L. Not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).	<input type="checkbox"/>

6. COMMENTS/NOTES



CITY OF SPRINGFIELD JOB DESCRIPTION

JOB TITLE:	Engineering Tech I	DATE:	6/14/12
DEPT/DIV:	Public Work / Sewer	LOCATION:	Sewer
SUPERVISOR:	Operations Coordinator	STATUS:	JUN 12
POSITIONS SUPERVISED:	None		

JOB SUMMARY: This position is mainly an office type job setting providing Engineering Technical support to the Sewer Division of Public Works. Job Duties for this position are focused on creating, managing and maintaining Division data on various systems and coordinating Division activities with other office and field personnel.

JOB DUTIES AND ACCOUNTABILITIES:

E/M	Description	% Time
E	Manage, maintain, track, create, open, enter and close service requests, work orders, various tickets, asset inventory and other general data.	50
E	Communicates on telephone, radio systems and in person with both internal staff and with the public as needed.	15
E	Tracks and maintains television inspection reports and associated data.	15
E	Manages J.U.L.I.E. locate tickets.	10
E	Office and field duties as required or assigned	10

EQUIPMENT, AIDS, AND TOOLS:

Computer, Television, VCR, DVD, general office equipment.

REGULAR CONTACTS:

Sewer Engineer, Operations Coordinator, Engineering Technicians, Sewer Crews, General Public

WORKING CONDITIONS:

Mainly indoor office environment with limited outdoor duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Requires thorough knowledge and competent use of materials, equipment and systems used by the Sewer Division.

Requires the ability to establish and maintain effective working relationships with other department employees and other regular contacts.

PHYSICAL REQUIREMENTS:

Ability to lift up to 30 pounds and must have the ability to hear, see, stoop, reach, bend, stand and walk.

TRAINING AND EXPERIENCE/MENTAL REQUIREMENTS:

Requires the knowledge, skills and mental development equivalent to completion of four years of high school and two years technical experience.

ADDITIONAL REQUIREMENTS:

Requires knowledge and competent use of computer hardware and software.

Requires the ability to perform repetitive tasks.

Requires knowledge of and competent reading/interpretation of the City's sewer mapping system.

FLSA STATUS: Exempt Non-exempt

Y	N	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. The employee customarily and regularly directs the work of at least two other employees.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. The employee makes recommendations as to hiring, firing, promotion, or disciplinary action of other employees.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. The employee plans and apportsions work, monitors performance, and determines techniques/resources to be used by other employees.
If all of (1), (2), and (3) are checked "yes", the position is exempt. Otherwise, continue with remaining questions.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. The employee customarily and regularly exercises discretion and independent judgment.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. The employee devotes less than 20% of his/her workweek to non-exempt duties (e.g., typing, data entry, posting accounts, etc.).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. The employee performs under only general supervision, and/or works along specialized or technical lines requiring specialized training, experience, or knowledge.;
If all of (4), (5), and (6) are checked "yes", the position is exempt.		

Supervisor Approval: _____

Date: _____

Director Approval: _____

Date: _____

Human Resources Approval: _____

Date: _____

POSITION ATTRIBUTE WORKSHEET

JOB TITLE:

1. PHYSICAL ACTIVITY

ATTRIBUTE	DUTIES	% Time
A. CLIMBING: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc., using feet and legs and/or hands and arms. Body agility is emphasized. Important if the amount and kind of climbing exceeds that required for ordinary locomotion.		0
B. BALANCING: Maintaining body equilibrium to prevent falling when walking, standing, or crouching. Important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.		0
C. STOOPING: Bending body downward and forward by bending spine at the waist. Important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.		0
D. KNEELING: Bending legs at knee to come to a rest on knee or knees.		0
E. CROUCHING: Bending the body downward and forward by bending leg and forward bending leg and spine.		0
F. CRAWLING: Moving about on hands and knees or hands and feet.		0
G. REACHING: Extending hand(s) and arm(s) in any direction.		25
H. STANDING: Particularly for sustained periods of time.		0
I. WALKING: Moving about on feet to accomplish tasks, particularly for long distances.		10
J. PUSHING: Using upper extremities to press with steady force in order to thrust forward, downward or outward.		0
K. PULLING: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.		0
L. LIFTING: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Important if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.		25
M. FINGERING: Picking, pinching, typing or otherwise working, primarily with the fingers rather than with the whole hand or arm as in handling.		75
N. GRASPING: Applying pressure to an object with the fingers and palm.		75
O. FEELING: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of the fingertips		0
P. TALKING: Expressing or exchanging ideas by means of the spoken word; conveying detailed or important spoken instructions to other worker accurately, loudly, or quickly.		50
Q. HEARING: Perceiving the nature of sounds, with or without correction; receiving detailed information through oral communication, making fine discriminations in sound.		50
R. REPETITIVE MOTIONS: Substantial movements of the wrists, hands, and/or fingers.		90

2. PHYSICAL MODE – SELECT ONE

ATTRIBUTE	LEVEL
A. SEDENTARY WORK: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.	<input type="checkbox"/>
B. LIGHT WORK: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. Use of arm and/or leg controls with exertion greater than Sedentary Work and the worker sits most of the time.	<input checked="" type="checkbox"/>
C. MEDIUM WORK: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force constantly to move objects.	<input type="checkbox"/>
D. HEAVY WORK: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force constantly to move objects.	<input type="checkbox"/>
E. VERY HEAVY WORK: Exerting <i>in excess</i> of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	<input type="checkbox"/>

3. VISUAL REQUIREMENT – SELECT ONE

ATTRIBUTE	LEVEL
A. Level A is typical of CLERICAL, ADMINISTRATIVE, MACHINE OPERATION, CLOSE ASSEMBLY, INSPECTION: Minimum standard for those preparing and analyzing data and figures, such as transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines, (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.	<input checked="" type="checkbox"/>
B. Level B is typical of MACHINE OPERATORS (without inspection), MECHANICS, SKILLED TRADESPEOPLE: Minimum standard for those working with machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.	<input type="checkbox"/>
C. Level C is typical of MOBILE EQUIPMENT OPERATORS: Minimum standard for those who operate cars, trucks, forklifts, cranes, and high lift equipment.	<input type="checkbox"/>
D. OTHER: Minimum based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.	<input type="checkbox"/>

4. MENTAL CAPABILITY REQUIREMENTS – SELECT ONE

ATTRIBUTE	LEVEL
A. Performs repetitive tasks following simple instructions.	<input type="checkbox"/>
B. Performs a variety of simple tasks following instructions provided.	<input type="checkbox"/>
C. Performs tasks requiring independent knowledge in addition to procedures or instructions provided.	<input checked="" type="checkbox"/>
D. Performs complex tasks requiring independent knowledge and its application to non-routine situations.	<input type="checkbox"/>
E. Performs highly complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise of independent judgment.	<input type="checkbox"/>

5. WORKING CONDITIONS – CHECK ALL THAT APPLY

ATTRIBUTE	ITEM
A. Subject to inside environmental conditions; protected from weather conditions, some temperature changes.	<input type="checkbox"/>
B. Subject to outside environmental conditions.	<input type="checkbox"/>
C. Subject to both inside and outside environmental conditions.	<input checked="" type="checkbox"/>
D. Subject to extreme cold; temperature below 32 degrees for periods of more than one hour.	<input type="checkbox"/>
E. Subject to extreme heat: temperatures above 100 degrees for periods of more than one hour. Note if seasonal or process related.	<input type="checkbox"/>
F. Subject to noise sufficient to cause the worker to shout in order to be heard.	<input checked="" type="checkbox"/>
G. Subject to vibration of the extremities or whole body.	<input type="checkbox"/>
H. Subject to hazards such as proximity to moving parts, electrical current, working on scaffolding and high places, or exposure to chemicals.	<input type="checkbox"/>
I. Subject to conditions that affect the respiratory system or the skin such as fumes, odors, dusts, mists, gases or poor ventilation.	<input checked="" type="checkbox"/>
J. Subject to oils or other cutting fluids.	<input type="checkbox"/>
K. Required to wear respirator.	<input type="checkbox"/>
L. Not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).	<input checked="" type="checkbox"/>

6. COMMENTS/NOTES



**CITY OF SPRINGFIELD
JOB DESCRIPTION**

JOB TITLE:	Engineering Tech I	DATE:	6/14/12
DEPT/DIV:	Public Work / Sewer	LOCATION:	Sewer
SUPERVISOR:	Operations Coordinator	STATUS:	JUN 12
POSITIONS SUPERVISED:	None		

JOB SUMMARY: This position is mainly a field work type job setting providing Engineering Technical support to the Sewer Division of Public Works. Job Duties for this position are focused on creating, collecting, observing, inspecting and locating information for and about existing and new Division assets and working with other office and field personel to manage Division assets.

JOB DUTIES AND ACCOUNTABILITIES:

E/M	Description	% Time
E	Performs video inspections of Division assets.	50
E	Performs field locates of assets for J.U.L.I.E. locates	10
E	Performs construction inspection and observation.	10
E	Performs data collection on Division assets	10
E	Office and field duties as required or assigned	10
E	Installs, maintains and manages various monitoring systems	5
E	Communicates on telephone, radio systems and in person with both internal staff and with the public as needed.	5

EQUIPMENT, AIDS, AND TOOLS:

Computer, Television, VCR, DVD, general office equipment.

REGULAR CONTACTS:

Sewer Engineer, Operations Coordinator, Engineering Technicians, Sewer Crews, General Public

WORKING CONDITIONS:

Year round outdoor working environment with limited indoor responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

Requires thorough knowledge and competent use of materials, equipment and systems used by the Sewer Division.

Requires the ability to establish and maintain effective working relationships with other department employees and other regular contacts.

PHYSICAL REQUIREMENTS:

Ability to lift up to 75 pounds and must have the ability to hear, see, stoop, reach, bend, stand and walk.

TRAINING AND EXPERIENCE/MENTAL REQUIREMENTS:

Requires the knowledge, skills and mental development equivalent to completion of four years of high school and two years technical experience.

ADDITIONAL REQUIREMENTS:

Requires knowledge and competent use of computer hardware and software.

Requires the ability to perform repetitive tasks.

Requires knowledge of and competent reading/interpretation of the City's sewer mapping system.

Requires a valid Class D drivers license.

FLSA STATUS: **Exempt** **Non-exempt**

Y	N	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. The employee customarily and regularly directs the work of at least two other employees.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. The employee makes recommendations as to hiring, firing, promotion, or disciplinary action of other employees.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. The employee plans and apportsions work, monitors performance, and determines techniques/resources to be used by other employees.
If all of (1), (2), and (3) are checked "yes", the position is exempt. Otherwise, continue with remaining questions.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. The employee customarily and regularly exercises discretion and independent judgment.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. The employee devotes less than 20% of his/her workweek to non-exempt duties (e.g., typing, data entry, posting accounts, etc.).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. The employee performs under only general supervision, and/or works along specialized or technical lines requiring specialized training, experience, or knowledge.;
If all of (4), (5), and (6) are checked "yes", the position is exempt.		

Supervisor Approval: _____

Date: _____

Director Approval: _____

Date: _____

Human Resources Approval: _____

Date: _____

POSITION ATTRIBUTE WORKSHEET

JOB TITLE:

1. PHYSICAL ACTIVITY

ATTRIBUTE	DUTIES	% Time
A. CLIMBING: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc., using feet and legs and/or hands and arms. Body agility is emphasized. Important if the amount and kind of climbing exceeds that required for ordinary locomotion.		5
B. BALANCING: Maintaining body equilibrium to prevent falling when walking, standing, or crouching. Important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.		5
C. STOOPING: Bending body downward and forward by bending spine at the waist. Important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.		10
D. KNEELING: Bending legs at knee to come to a rest on knee or knees.		10
E. CROUCHING: Bending the body downward and forward by bending leg and forward bending leg and spine.		10
F. CRAWLING: Moving about on hands and knees or hands and feet.		5
G. REACHING: Extending hand(s) and arm(s) in any direction.		25
H. STANDING: Particularly for sustained periods of time.		25
I. WALKING: Moving about on feet to accomplish tasks, particularly for long distances.		10
J. PUSHING: Using upper extremities to press with steady force in order to thrust forward, downward or outward.		10
K. PULLING: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.		10
L. LIFTING: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Important if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.		25
M. FINGERING: Picking, pinching, typing or otherwise working, primarily with the fingers rather than with the whole hand or arm as in handling.		50
N. GRASPING: Applying pressure to an object with the fingers and palm.		75
O. FEELING: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of the fingertips		10
P. TALKING: Expressing or exchanging ideas by means of the spoken word; conveying detailed or important spoken instructions to other worker accurately, loudly, or quickly.		50
Q. HEARING: Perceiving the nature of sounds, with or without correction; receiving detailed information through oral communication, making fine discriminations in sound.		50
R. REPETITIVE MOTIONS: Substantial movements of the wrists, hands, and/or fingers.		50

2. PHYSICAL MODE – SELECT ONE

ATTRIBUTE	LEVEL
A. SEDENTARY WORK: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.	<input type="checkbox"/>
B. LIGHT WORK: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. Use of arm and/or leg controls with exertion greater than Sedentary Work and the worker sits most of the time.	<input type="checkbox"/>
C. MEDIUM WORK: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force constantly to move objects.	<input checked="" type="checkbox"/>
D. HEAVY WORK: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force constantly to move objects.	<input type="checkbox"/>
E. VERY HEAVY WORK: Exerting <i>in excess</i> of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	<input type="checkbox"/>

3. VISUAL REQUIREMENT – SELECT ONE

ATTRIBUTE	LEVEL
A. Level A is typical of CLERICAL, ADMINISTRATIVE, MACHINE OPERATION, CLOSE ASSEMBLY, INSPECTION: Minimum standard for those preparing and analyzing data and figures, such as transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines, (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.	<input type="checkbox"/>
B. Level B is typical of MACHINE OPERATORS (without inspection), MECHANICS, SKILLED TRADESPEOPLE: Minimum standard for those working with machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.	<input checked="" type="checkbox"/>
C. Level C is typical of MOBILE EQUIPMENT OPERATORS: Minimum standard for those who operate cars, trucks, forklifts, cranes, and high lift equipment.	<input type="checkbox"/>
D. OTHER: Minimum based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.	<input type="checkbox"/>

4. MENTAL CAPABILITY REQUIREMENTS – SELECT ONE

ATTRIBUTE	LEVEL
A. Performs repetitive tasks following simple instructions.	<input type="checkbox"/>
B. Performs a variety of simple tasks following instructions provided.	<input type="checkbox"/>
C. Performs tasks requiring independent knowledge in addition to procedures or instructions provided.	<input checked="" type="checkbox"/>
D. Performs complex tasks requiring independent knowledge and its application to non-routine situations.	<input type="checkbox"/>
E. Performs highly complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise of independent judgment.	<input type="checkbox"/>

5. WORKING CONDITIONS – CHECK ALL THAT APPLY

ATTRIBUTE	ITEM
A. Subject to inside environmental conditions; protected from weather conditions, some temperature changes.	<input type="checkbox"/>
B. Subject to outside environmental conditions.	<input type="checkbox"/>
C. Subject to both inside and outside environmental conditions.	<input checked="" type="checkbox"/>
D. Subject to extreme cold; temperature below 32 degrees for periods of more than one hour.	<input checked="" type="checkbox"/>
E. Subject to extreme heat: temperatures above 100 degrees for periods of more than one hour. Note if seasonal or process related.	<input checked="" type="checkbox"/>
F. Subject to noise sufficient to cause the worker to shout in order to be heard.	<input checked="" type="checkbox"/>
G. Subject to vibration of the extremities or whole body.	<input type="checkbox"/>
H. Subject to hazards such as proximity to moving parts, electrical current, working on scaffolding and high places, or exposure to chemicals.	<input checked="" type="checkbox"/>
I. Subject to conditions that affect the respiratory system or the skin such as fumes, odors, dusts, mists, gases or poor ventilation.	<input checked="" type="checkbox"/>
J. Subject to oils or other cutting fluids.	<input type="checkbox"/>
K. Required to wear respirator.	<input type="checkbox"/>
L. Not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).	<input type="checkbox"/>

6. COMMENTS/NOTES

City of Springfield
Job Description

Job Title:	Mechanic	Date:	January 10, 1996
Dept/Div:	Public Works / Sewer	Work Location:	Sewer
Supervisor:	Division Manager	Status:	Union
Positions Supervised:	None	FLSA:	AFSCME LOCAL 3417

JOB SUMMARY

Under general supervision performs major gasoline and diesel engine electrical systems, hydraulic, pumps, general sewer cleaning equipment repairs, welding.

JOB DUTIES

EM 1.	Diagnose and make all repairs in job summary.	70%
EM 2.	Drive and operate all fleet vehicles and off road equipment.	10%
EM 3.	Complete time sheet and daily activity reports.	10%
EM 4.	Perform other duties and required or assigned.	10%

ACCOUNTABILITIES

1. Complete repairs in a safe and timely manner.
2. Drive and operate all fleet equipment, to road test and check repairs.
3. Complete time sheet and work order reports.
4. Performs other duties as assigned or required.

EQUIPMENT, AIDS & TOOLS

Operate fleet vehicles and off road equipment, small hand tools, air and electrical power tools, hydraulic lifts, jack, pressure washer, tire equipment, phone, two-way radio, electronic test equipment.

REGULAR CONTACTS

Sewer Division staff, garage storeroom staff, Sewer System Engineer, Division Manager.

WORKING CONDITIONS

Requires ability to work night, Saturday and overtime
requires ability to work in inclement weather Attend
and satisfactorily complete training courses

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Requires working knowledge of mechanical methods both gasoline and diesel
Requires ability to communicate with department personnel Requires ability
to operate air and electrical tools Requires ability to prepare simple
reports Requires ability to use electronic test equipment.

PHYSICAL REQUIREMENTS

Requires ability to stand for extended periods
Requires ability to lift up to 100 pounds, periodically
Requires ability to climb, balance stoop, knee, lay, crouch, reach, stand, walk, push, lift,
Grasp, feel and perform repetitive motions on a regular basis

MENTAL REQUIREMENTS

Requires ability to solve mechanical problems
requires ability to use independent judgment

TRAINING AND EXPERIENCE

Requires knowledge, skill and mental development equivalent to completion of four
years of high school
Requires four years experience as a mechanic

ADDITIONAL REQUIREMENTS

Requires possession of valid CDL class A drivers license A-combination
26,001 or more pounds

**CITY OF SPRINGFIELD
JOB DESCRIPTION**

JOB TITLE Senior Operating Engineer DATE 9-7-1994
DEPT/Div Public Works/Streets/Sewer WORK LOCATION 301 N. 17th
SUPERVISOR P.W. Foreman and/or P.W. Supervisor STATUS Operators Local 965
POSITIONS SUPERVISED None FLSA STATUS Non Exempt

JOB SUMMARY

Operates heavy equipment in the maintenance of streets, alleys, sewers, drainage ditches and snow removal on City property.

JOB DUTIES

- | | |
|--|-----|
| 1. Push snow from road surface | 10% |
| 2. Blade & Load out alleys | 15% |
| 3. Blade ditches and set culverts | 15% |
| 4. Blade and roll materials on streets and roads | 10% |
| 5. Street Sweeper | 25% |
| 6. Pulverize | 5% |
| 7. Load out at yard | 5% |
| 8. Backhoe to set culverts | 10% |
| 9. Performs other duties as required or assigned | 5% |

ACCOUNTABILITIES

1. Push snow per instruction of Superintendent
2. Use road grade to level alleys
3. Use road grader to cut ditches to allow correct drainage
4. Use road grade to re-establish smooth and even road surface
5. Run street sweeper to clean city streets
6. Pulverize to bring to uniform consistency road surfaces
7. Run end loader for load out of city garage or sewer dept
8. Use backhoe in conjunction with ditching operation to set culverts
9. Maintain equipment

CITY OF SPRINGFIELD
JOB DESCRIPTION

Job Title: Laborer/Truck Driver

Date: April 19, 1993

Dept/Div: Public Works/Streets

Work Location: 301 North 17th

Supervisor: Public Works Supervisor

Status: AFSCME 3417

Positions Supervised: None

FLSA Status: Non-Exempt

Job Summary:

Performs routine manual tasks necessary to provide the services of the Department.

Job Duties:

E M 1. Patches holes in roadway and alleys	15%
E M 2. Trim trees and pick up branches on public right of way	20%
E M 3. Pick up loose debris and garbage-empty trash receptacles	5%
E M 4. Cleans drainage inlets & ditches	15%
E M 5. Plows snow and ice	10%
E M 6. Build sidewalks and curbing	15%
E M 7. Sweeps garage and premisses	5%
E M 8. Any and all tools or equipment used are to be cleaned and returned to proper storage	5%
E M 9. Performs other duties as required or assigned	5%

ACCOUNTABILITIES

1. Applies asphalt; tamp mixture as directed by supervisor
2. Ensures trees on public right of way are trimmed as requested by general public, ensures all loose material is picked up as directed by supervisor.

ACCOUNTABILITIES CONT.

3. Ensures trash receptacles are emptied daily as directed by supervisor
4. Ensures proper drainage at inlets and ditches
5. Safely and effectively operates plow trucks in removal of snow to ensure safe streets
6. Removes broken curbing, replaces to grade and hazardous sidewalks.
7. Ensure safe and clean facility
8. Ensures all tools are clean in proper working order and in proper storage area
9. Performs other duties per instructions of supervisor

EQUIPMENT, AIDS & TOOLS

Tandem trucks, jackhammers, saws, shovels, picks, rakes

WORKING CONDITIONS

Exposure to liquid calcium chloride, must work outside, extreme heat or cold, must work evenings, weekends, and emergency situations as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Requires ability to follow instructions and maintains effective working relationship with the general public and co-workers.

PHYSICAL REQUIREMENTS

Requires ability to perform manual labor

Requires ability to perform considerable stooping, reaching, pushing, lifting up to 50 pounds, grasping and repetitive motions

On occasion must also climb & crouch

ADDITIONAL REQUIREMENTS

Requires CDL drivers license

POSITION ATTRIBUTE WORKSHEET

JOB TITLE: LABOR / TRUCK DRIVEN

1. PHYSICAL ACTIVITY

ATTRIBUTE	DUTIES	% TIME
A. CLIMBING: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. Important if the amount and kind of climbing exceeds that required for ordinary locomotion.	<u>123456789</u>	<u>25%</u>
B. BALANCING: Maintaining body equilibrium to prevent falling when walking, standing, or crouching. Important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	<u>123456789</u>	<u>10%</u>
C. STOOPING: Bending body downward and forward by bending spine at the waist. Important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	<u>123456789</u>	<u>10%</u>
D. KNEELING: Bending legs at knees to come to a rest on knee or knees.	<u>123456789</u>	<u>10%</u>
E. CROUCHING: Bending the body downward and forward by bending leg and forward bending leg and spine.	<u>123456789</u>	<u>10%</u>
F. CRAWLING: Moving about on hands and knees or hands and feet.	_____	_____
G. REACHING: Extending hand(s) and arm(s) in any direction.	<u>123456789</u>	<u>5%</u>
H. STANDING: Particularly for sustained periods of time.	<u>123456789</u>	<u>5%</u>
I. WALKING: Moving about on feet to accomplish tasks, particularly for long distances.	<u>123456789</u>	<u>10%</u>
J. PUSHING: Using upper extremities to press with steady force in order to thrust forward, downward or outward.	<u>123456789</u>	<u>10%</u>
K. PULLING: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	_____	_____
L. LIFTING: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Important if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.	<u>123456789</u>	<u>20%</u>
M. FINGERING: Picking, pinching, typing or otherwise working, primarily with the fingers rather than with the whole hand or arm as in handling.	_____	_____
N. GRASPING: Applying pressure to an object with the fingers and palm.	<u>123456789</u>	<u>5%</u>
O. FEELING: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	_____	_____
P. TALKING: Expressing or exchanging ideas by means of the spoken word; conveying detailed or important spoken instructions to other worker accurately, loudly, or quickly.	<u>123456789</u>	<u>5%</u>

ATTRIBUTE

LEVEL

- A. Performs repetitive tasks following simple instructions.
- B. Performs a variety of simple tasks following instructions provided.
- C. Performs tasks requiring independent knowledge in addition to procedures or instructions provided.
- D. Performs complex tasks requiring independent knowledge and its application to non-routine situations.
- E. Performs highly complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise of independent judgment.

 X

5. WORKING CONDITIONS - CHECK ALL THAT APPLY
 ATTRIBUTE

ITEM

- A. Worker subject to inside environmental conditions; protected from weather conditions, some temperature changes.
- B. Worker subject to outside environmental conditions.
- C. Worker subject to both inside and outside environmental conditions.
- D. Worker subject to extreme cold; temperature below 32 degrees for periods of more than one hour.
- E. Worker subject to extreme heat; temperatures above 100 degrees for periods of more than one hour. Note if seasonal or process related.
- F. Worker subject to noise sufficient to cause the worker to shout in order to be heard.
- G. Worker subject to vibration of the extremities or whole body.
- H. Worker subject to hazards such as proximity to moving parts, electrical current, working on scaffolding and high places, or exposure to chemicals.
- I. Worker subject to conditions that affect the respiratory system or the skin such as fumes, odors, dusts, mists, gases or poor ventilation.
- J. Worker subject to oils or other cutting fluids.
- K. Worker required to wear respirator.
- L. Worker not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

 X
 X
 X
 X
 X

 X

 X

6. COMMENTS/NOTES

