

**City of Oxford Job Vacancy Announcement**  
**Public Works Maintenance Worker/Certified Lineman/  
Lineman Trainee**

**The City of Oxford** is accepting applications for the position of **Public Works Maintenance Worker**. This position will be filled at the Lineman or Lineman Trainee level depending on previous training and experience. This position is responsible for performing duties necessary for the accomplishment of various streets, public works, and utilities projects.

Minimum qualifications include experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an electric apprenticeship or having worked in a similar position for one-two years. Other requirements are listed in the job description available on our website at <https://www.oxfordgeorgia.org/ApplyForJob.aspx>.

**Starting pay is \$17.40 per hour at the certified lineman level or \$16.56 at the lineman trainee level.** The City of Oxford offers a comprehensive benefits package including paid holidays, sick and vacation leave, health, dental, vision and life insurance coverage, short- and long-term disability coverage, and a defined contribution retirement plan with employer match opportunities.

A criminal history record check and drug screening will be conducted on the selected applicant. **Applications will be accepted through Friday, June 16, 2023.**

Application is available on our website at <https://www.oxfordgeorgia.org/ApplyForJob.aspx> or can be picked up at Oxford City Hall, 110 West Clark Street, Oxford, GA, 30054.

**The City of Oxford is an Equal Opportunity Employer**



JOB TITLE: Public Works and Utilities Maintenance Worker I

PW/3

DEPARTMENT: Public Works and Utilities

JOB SUMMARY: This position is responsible performing unskilled and semi-skilled duties necessary for the accomplishment of various streets, public works, and utilities projects.

MAJOR DUTIES:

- Assists in constructing, repairing, and maintaining city streets, drainage systems, electrical distribution systems, water and sewer systems, and other public works projects.
- Assists with repairing broken water mains and lines.
- Assists with installing and replacing water meters.
- Installs and maintains electrical services: replaces transformers and damaged utility poles; installs utility poles; assists in setting new electric meters.
- Operates a backhoe and pneumatic tools.
- Operates vehicle and equipment as directed; makes minor repairs and adjustments to equipment; performs safety inspections of vehicles and equipment prior to use; may perform traffic flagging duties.
- Performs routine maintenance on equipment and vehicles including washing, checking fluid levels, and lubricating.
- Locates underground utilities as requested.
- Patches potholes.
- Responds to after-hours and emergency service calls.
- Completes work orders received from the City Clerk's office and City Manager.
- Performs other related duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of the methods and practices involved in the design, operation, construction, maintenance, and repair of electrical utilities and water distribution plants.
- Knowledge of water distribution operations.
- Knowledge of municipal electrical distribution system operations and practices and certified by Electric Cities of Georgia (ECG) as a Lineman.
- Knowledge of safety regulations related to utilities systems.
- Skill in using a variety of hand and power tools and heavy equipment.
- Skill in performing basic mathematical calculations.
- Skill in oral and written communication.
- Ability to perform duties with diplomacy, integrity, and impartiality.

**SUPERVISORY CONTROLS:** The Supervisor of Utilities and Maintenance assigns work in terms of general instructions. The Supervisor spot checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include city and department policies, procedures, and safety regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related duties and reading utility meters. Inclement weather conditions, insects, and threatening animals contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to read utility meters and record usage data. Successful performance helps ensure public satisfaction with the handling of utility accounts. Additional purpose of this position is to perform public works and utilities maintenance and repair duties. Successful performance in this position helps ensure clean, attractive roadways, and safe streets, and effective utility services for community residents.

**PERSONAL CONTACTS:** Contacts are typically with coworkers, city employees, customers, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to exchange information and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is performed outdoors. The employee may be exposed to noise, dust, dirt, grease, vicious animals, machinery with moving parts, and occasional inclement weather. The work requires the use of safety devices such as hard hats, ear protection, masks, goggles, and gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- High school diploma or GED. Ability to read, write, and perform basic mathematical calculations.
- Lineman certification preferred from an accredited apprenticeship program offered by ECG or similar organization. If no Lineman certification upon employment, employee may be expected to earn the certification within a reasonable period of time.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of a valid driver's license issued by the State of Georgia, with a 3-year clear record with DMV. CDL preferred; if no CDL upon employment, employee may be expected to qualify for CDL within a reasonable period of time.