

**CITY OF WOONSOCKET**  
**Public Works Department**  
**Position Description**

---

**TITLE:** Utility Specialist

**DEPARTMENT/DIVISION:** Public Works

**PAY GRADE & HOURS:** M43B

**UNION:** Local 670

**FUNCTION:** Responsible for paving City streets operating asphalt machinery. Performs other general maintenance work as required.

**DUTIES & RESPONSIBILITIES:**

- Operate paving machine to spread asphalt and/or other paving material on roads according to grade specifications.
- Lights burners or start heating units of machines and regulates screed temperatures and asphalt flow rates.
- Fills tanks, hoppers, or machines with paving material.
- Tamps asphalt with tamping machinery to compact asphalt as needed.
- Inspects, cleans and maintains paving equipment; reports all machine malfunctions to supervisor.
- Shovels blacktop on road beds when needed.
- Observes distribution of paving material in order to adjust machine settings or material flow, and indicates low spots for workers to add.
- Drives asphalt machinery onto truck trailers, and drives truck to transport machinery to and from job sites.
- Performs other maintenance duties included, but not limited to, repairs to buildings, facilities, equipment, furniture, doors, windows, etc. Paints interior and exterior of public buildings. Repairs and replaces broken plumbing and plumbing fixtures.
- Must be able to operate bucket truck and chain saw to perform certain tasks.
- Performs all assigned tasks either independently, or a member of a maintenance crew.
- Performs other related duties as assigned.

**QUALIFICATIONS:**

As this position requires a great deal of road paving work, the successful person in this position must also have a minimum of ten (10) years paving experience with five (5) of those years as a paving machine operator. The person in this position must have basic mechanical ability as well as common knowledge of hand tools used in general building and maintenance work.

**EDUCATION:**

Must have a high school/vocational school diploma, or equivalent GED.

**LICENSE:**

CDL License is required.