

JOB DESCRIPTION

JOB TITLE: PUBLIC WORKS

REPORTS TO: PUBLIC WORKS DIRECTOR

FLSA STATUS: Non-Exempt (HOURLY) (eligible for overtime pay)

JOB SUMMARY:

This position involves operating equipment and performing manual labor to participate in the completion of assigned projects. Work is performed under the general supervision of the Public Works Supervisor.

Essential Duties:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Follows the direction of the Public Works Supervisor with regards to the maintenance and oversight of the city's roadways; this includes patching, spreading chemicals, spreading stone, building up gravel on the road shoulders, and reporting needed repairs needed to the Public Works Supervisor.
- Mows city right-of-ways in the summer and any maintenance during the winter.
- Paints signs and signals on repaired or new pavement.
- Cuts back trees which may be in danger of snagging utility lines or impeding street traffic.
- Chipping tree debris.
- Helps the Water Department repair cut or damaged water lines.
- Helps the Wastewater Department repair cut or damaged sewer lines.
- Helps the Wastewater Department with sewer backups.
- Helps the Wastewater Department with maintenance of pumps, and maintenance of the wastewater plant.
- Installs or repairs street signs in subdivisions and other areas.
- Assists utility companies with directing traffic if asked.

Additional Duties:

- Repairs and maintains Public Works buildings and yards.
- Maintains vehicles and equipment.
- Builds, maintains, and/or repairs fences and structures on city property.

Knowledge, Skills, And Ability:

- Some knowledge of methods and practices of maintaining and repairing roadways.
- Some knowledge of the materials, equipment, procedures and methods used in public works construction and maintenance activities.
- Knowledge of the occupational hazards and safety precautions necessary to the operation of heavy trucks and equipment.

- Knowledge or ability to learn the geography and streets of the city and the location of underground utilities.
- Knowledge of carpentry and mechanical skills.
- Knowledge of basic masonry techniques.
- Ability to understand, interpret, and carry out oral and written instructions.
- Ability to understand and interpret simple diagrams and drawings of assigned projects.
- Ability to establish and maintain effective working relationships with employees, other city staff and the general public.
- Ability to operate or willingness to learn how to operate such equipment as a backhoe, dump truck, tractor, mowing equipment, wood chipper, snow plow equipment, compaction roller, garbage truck, bucket truck, chain saws, limb saw, torch, pavement saws, and various hand tools as required.
- Ability to use basic office technology such as a telephone and a calculator.
- Ability to interact with citizenry in a professional manner.
- Ability to read maps.
- Ability to continuing education to increase knowledge by licensing

Physical Demands and Work Environment:

Physical Abilities: Tasks involve the ability to exert physical effort in moderate to intense work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, shoveling, carrying, pushing, and/or pulling of objects and materials of moderate weight (up to 100 pounds). The majority of a normal work day involves standing or walking.

Sensory Requirements: Some tasks require the ability to perceive and discern colors or shades of colors. Some tasks require the ability to perceive and discern sounds. Some tasks require the ability to perceive and discern tastes. Some tasks require the ability to perceive and discern odors. Some tasks require depth perception. Some tasks require the ability to perceive and discern textures. Some tasks require visual perception and discrimination. Some tasks require oral communication ability.

Environmental Factors: Tasks are regularly performed with exposure to adverse environmental conditions including, but not limited to, dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, and toxic agents.