



CITY OF RICE

City of Rice

Job Description

Position: Part-time – Public Works
Reports To: City Administrator

Dept: Public Works/Maintenance
Status: Full time/40 hours

Salary: \$15 per hour

Job Summary:

Under the direct supervision of the City Administrator, and Public Works Director performs cleaning and repairs at the City Hall building. This will be performed daily. Once this has been completed, you will be assigned tasks, such as road work, building signs, installing signs, mowing, weed eating, picking up trash along all the roads inside the city limits, and other assigned duties.

Duties and Responsibilities:

Operate a variety of tools and equipment including power tools, lawn mowers, trucks, and tractors; perform general maintenance duties including refueling, changing oil, and lubricating machinery parts; Keep a supplies inventory; Participate in planning and implementation of special events; Assist other City staff with community events/programs as necessary; Be responsible for the cleanliness of all city-owned buildings and property. Maintain the Beautification Project on I45.

- **Parks**

1. Pick up litter and debris from the park grounds and empty trash cans.
2. Mow Park grounds
3. Trim walking track and walkways
4. Landscape maintenance includes the maintenance of irrigation systems, trees, flowers, and shrubs.
5. Clean restrooms and concession area

- **Streets**

1. Pick up litter and debris from street easements.
2. Clean maintenance building.
3. Clean out ditches and culverts.

4. Mow City right-of-ways.
 5. Load and haul brush and debris
 6. Drive city vehicle between work sites
 7. Maintenance of streets and right of ways including patching potholes
 8. Maintenance and repair of street signs
 9. Services and perform other routine inspections to ensure the equipment is in properly working condition.
- **Municipal Buildings**
 1. Building and facilities maintenance and repairs to include cleaning, sanitizing, and repairing restrooms and other facilities.
 2. empty and clean trash receptacles at various locations
 3. floor maintenance
 4. painting
 5. Load all toilet paper dispensers
 6. Other buildings and facility repair, construction, and maintenance.

Skills and Specifications:

- Meets the physical requirements necessary to perform required duties safely and effectively.
- Knowledge of basic operation and maintenance of light and heavy equipment.
- Mow, weed eat, hedge and trim
- Make daily field decisions.
- Safe work procedures necessary to protect the employee, fellow workers, and the public.
- Properly operate a variety of light and heavy equipment as assigned.
- Understand and follow oral and written instructions.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Work independently in the absence of supervision.
- Keep records.
- Prepare daily work orders detailing daily production and work activities performed.

Education and Qualifications

High School diploma or equivalent required. The ability to read, write and communicate at a level sufficient to carry out assigned duties. Minimum of two years' experience in a general field of maintenance, including the operation of light or heavy equipment.