

PUBLIC WORKS EMPLOYEE

Position: Public Works Employee

Reports to: City Administrator

Revision Date: 4/18/23

FLSA Classification: Non-exempt

JOB DUTIES

WATER/WASTEWATER OPERATIONS:

- Prepare reports as required by local, state and federal authorities.
- Performs daily maintenance including cleaning filters, screens, tanks, pits, building, pumps, and other equipment.
- Uses a variety of tools to clean, maintain and repair pipes, valves, machines and other equipment.
- Collects and tests water samples and performs tests to determine effectiveness of treatment operations.
- Records results of laboratory analysis.
- Computes monthly averages of flows, pounds of chemicals applied, and test results.
- Monitors, inspects, reads and records data from gauges and meters.
- Inspects and listens to chlorinator, pumps and other equipment.
- Identifies and reports malfunctioning equipment.
- Monitors wastewater treatment equipment for proper functioning.
- Cleans, maintains and repairs equipment on an ongoing basis.
- Manually changes chemical drums, barrels, and cylinders when empty following established safety procedures for each chemical.
- Assists with cleaning, repairs, and maintenance of sanitary sewer system.
- Operates a motor grader, jackhammer, dump truck, Bobcat, and other equipment to repair roads and transport rock, sand, and gravel.
- Operates water treatment equipment including pumps, wells, and valves.
- With appropriate certification, mixes chemicals used in water treatment process according to established procedure.
- Collects and analyzes water samples on a daily basis following established laboratory procedures.
- Reads and records water meter numbers on a monthly basis.
- Performs other duties as needed, including care of plant and lagoon grounds.
- Assist with annual budget recommendations.

METER READING OPERATIONS

- Reads and records residential and commercial water meters to determine water usage.
- Reports malfunctioning meter to City Hall staff, removes defective meters, assists with investigating reason for failure, and orders parts for repairs.
- Installs water meters by setting new and rebuilt meters in line with water lines.
- Follows established procedures in reporting excessively high-water usage.
- Follows established procedures in turning water service on or off for customers as directed.
- Responds to inquiries from the public regarding water service.

STREET LABORER/EQUIPMENT OPERATIONS:

- Safely operates a variety of street maintenance and cleaning equipment including maintainer, end loader, dump truck, steel roller, and street sweeper.
- Repairs streets by operating jack hammer to remove sections of the street, and paves replacement section.
- Fills and patches potholes.
- Removes snow and ice from streets and other city property using snowplow, road grader, v-plow, sander, and other equipment.
- Safely operates a variety of hand and power tools used in street maintenance and repair including street painting equipment; cement saws; chain saw; hammer; drill; air compressor; electrical and carpentry tools and surveying tools.
- Maintains and services equipment by changing oil; greasing moving parts; replacing filters and other parts; changing tires; cleaning windows; and performing other routine maintenance.
- Cleans and maintains storm sewers by removing debris and blockage and repairing and replacing portions of storm sewers.
- Repairs or replaces street signs according to regulations in the Uniform Traffic Control Manual and City Code.
- Safely operates a variety of equipment used in trimming trees and grounds keeping, including chainsaw, chipper, pesticide sprayer, lawn mower and weed trimmer.
- Cleans and maintains the yard waste at the drop site.
- Inspects driveway accesses and sidewalks in accordance with City standards.
- Monitors and maintains trails within the City.

CEMETERY OPERATIONS:

- Performs maintenance and grounds keeping work including spraying grounds; mowing grass; trimming trees; picking up litter and branches; removing snow using shovel and snow blower.
- Repairs and resets headstones and monuments.
- May direct funeral traffic through city intersections to cemetery.

PARKS OPERATIONS:

- Participates in maintenance and general operations of municipal parks which include:
 - Recreational Sports Complex
 - Tennis courts
 - Garden Square
 - Community Parks
 - Trail
- Performs a variety of maintenance functions in park facilities and grounds keeping work including mowing grass; trimming trees; picking up litter and branches; removing snow using shovel and snowblower; painting; occasionally cleaning restrooms; moving picnic tables, spreading dirt and rock, and dragging the infields.
- Conducts regular inspections of facilities to check for any necessary repairs.

PUBLIC BUILDING OPERATIONS

- Building and grounds maintenance, replace light bulbs, mowing and weed trimming, monitoring building conditions, meeting with contractors for repairs, room setup and turning services on/off.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using a combination of skills and abilities.

- Ability to follow written and verbal instructions.
- Ability to perform basic addition and subtraction; copy figures; accurately count and record numbers.
- Ability to accurately transcribe numeric data from one source to another.
- Ability to safely perform physical activities including walking (uneven and slippery surfaces), crouching, kneeling to access confined spaces, bending, stooping, climbing, balancing, sitting for extended periods, twisting, reaching, grasping, standing, and other movements associated with each of the various areas of operation.
- Ability to safely lift, carry push and pull objects weighing up to 50 pounds and to exert up to 100 pounds of force occasionally.
- Ability to learn and follow procedures for reading, installing and repairing water meters.
- Ability to learn and understand the principles and operating procedures involved in the municipal water treatment and distribution systems and wastewater treatment systems.
- Ability to establish effective working relationships with co-workers, supervisors, and the public.
- Knowledge of or ability to learn municipal street and utility systems.
- Knowledge of the standard methods, materials, tools and equipment used in road maintenance.
- Knowledge of operating hazards of road maintenance and repair equipment and vehicles and corresponding safety precautions.
- Ability to safely perform outdoor manual labor for extended periods of time under adverse weather conditions.
- Ability to read maps and use GPS location tools.
- Ability to use logic or science to solve problems with several abstract and concrete variables.
- Ability to obtain and maintain all required licenses and certifications.
- Ability to safely operate and maintain tools and equipment associated with public works projects, including, but not limited to, general purpose maintenance equipment and tools; safety equipment; cars, light trucks, tractors, street sweeper, motor graders, loaders; air compressor; chain hoist; electrical welding equipment, drills, grinder, generator; riding or push mowers; weed trimmer; hand tree trimmer; sprayer; ladder; extension cords; measuring equipment; hazardous chemicals; motorized sump pump; hammers, sledgehammers; and other vehicles, hand tools, and equipment.
- Knowledge of the principles and practices of grounds care and building maintenance.
- Understand cemetery plat layout and ability to accurately use equipment used to locate burial lots.
- Ability to maintain detailed and accurate records.
- Ability to work independently and with other employees.
- Basic knowledge of construction and repair principles and techniques relating to buildings, fences, play equipment and other parks department structures.
- Basic knowledge of the principles and procedures of water and wastewater treatment including knowledge of chemistry and bacteriology; laboratory equipment and procedure and established controls and related occupational hazards and safety precautions.

- Basic knowledge, understanding of City codes, and ability to inspect road, sidewalk, access, and fence projects.
- Ability to read and interpret gauges and meters.
- Knowledge of cleaning methods, materials and equipment and the proper use and hazards of cleaning agents.
- Knowledge of water main, wastewater sewer, storm sewer, and lift station pump installation and repair.

ENTRY REQUIREMENTS

Education/Training: Graduation from high school or GED equivalency.

Work experience: Five years of post-high school job related experience such as plumbing and/or mechanical repair. Operation of heavy equipment is essential.

Required licenses, registrations and certifications: Valid Iowa motor vehicle operator's license. Must have or be able to obtain Water Treatment Grade II - Operator, Water Distribution Grade II – Operator, and Wastewater Grade III – Operator.

Post-offer physical examinations: Required.

Drug testing: Required.

Residency requirement: As stated in the Employee Handbook

Criminal background check: Required.

WORK ENVIRONMENT

Work is performed both inside and outside and involves seasonal exposure to heat and cold, wind, rain, humidity, snow and ice conditions. Work may be performed in the cab of a truck or tractor, office, plant or laboratory. Position involves exposure to awkward or confining work spaces; darkness due to poor lighting; dirt and dust; mists; gases; odors and fumes; moving machinery; loud noises; vibration; noise and vibrations associated with operating power tools, periodic lifting and carrying of chemical containers; valves; pumps; grounds keeping, maintenance of heavy equipment, machinery and power tools; darkness or poor lighting; visual strain; safety equipment weighing more than 50 pounds; working on uneven or slippery ground, mechanical, herbicides and other chemical, microbiological, electrical, fire and traffic hazards; and extensive walking and standing. Position may involve being called back to work while off-duty, extended or irregular work hours and work pace pressure. Seasonal work may require a respirator and protective clothing.

1. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the city.
2. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
3. The City reserves the right to change or reassign job duties or combine positions at any time.