

## **PUBLIC WORKS WORKER-FULL TIME**

### **Job Description**

Perform duties under the direction of the Public Works Director related to those functions that ensure consistent care and maintenance of City properties and equipment. Attend meetings as required by the City Manager. Perform additional duties as required by the City Manager.

### **Duties:**

1. Under the direction of the Public Works Director perform the following duties such as, but not limited to, the following:
  - a. Grounds maintenance of City properties.
  - b. Patching, cleaning, and grading of City streets and alleys.
  - c. Maintenance of City buildings
  - d. Maintenance of City equipment.
  - e. Maintain control of all City equipment and supplies.
  - f. Maintain all current licenses as required to perform duties.
  - g. Watch for and report any unsafe situations to the Public Works Director.
  - h. Perform any other duties as may be assigned by the Public Works Director.

### **Employment Standards:**

1. Become familiar with the layout of City systems and buildings, including the locations of gates, sewer cleanouts and manholes, and the names and layout of City streets.
2. Perform all duties in accordance with applicable safety standards.
3. Maintain a cooperative and effective working relationship with the Public Works Crew Leader, peers, the public, and City officials.

### **Essential Skills and Abilities:**

1. Ability to operate tools and equipment consisting of, but not limited to: motor vehicles, generators, pumps, gauges, common hand and power tools, shovels, wrenches, chain saws, detection devices, mobile radio, phone, computer, and a variety of other equipment.
2. Knowledge of general repair and maintenance principles, as well as methods and procedures used in maintenance and repair activities.
3. Knowledge of general equipment, machinery, and tools used in maintenance and repair activities.
4. Knowledge of equipment operation, occupational hazards, and proper safety procedures to prevent workplace hazards.
5. Ability to learn proper operation and care of heavy-duty equipment and machinery.
6. Ability to work safely and effectively communicate verbally, in person and over the phone.
7. Ability to work without direct supervision and to exercise judgment, initiative, and discretion to make proper decisions.
8. Ability to address the general public tactfully and courteously, and to establish and maintain effective working relationships with other employees, public officials, and the general public.

9. Ability to apply knowledge of operations and procedures to make consistent decisions.
10. Ability to work in a variety of outdoor weather and variable environmental conditions.
11. Ability to perform heavy manual work for extended periods of time.
12. Ability to work safely in the workplace, outdoors and indoors, and near moving mechanical parts, as well as moving vehicles.
13. Ability to balance, climb, squat, kneel, bend, crawl, stretch, maneuver in tight spaces, and use hands and fingers to handle equipment to perform duties.
14. Ability to occasionally lift and/or move at least fifty (50) pounds with or without assistance.

#### Benefits

Paid Holidays

Insurance: Medical, Dental, & Vision

Retirement Plan

#### Compensation

\$18.00 - \$22.00 DOE