



Full-Time Flexible Public Works (E)

General Description

This full-time position is a part of the City's Public Works Department requiring skills and understanding of multiple functional areas within the department. This job requires working flexible assignments based on departmental needs daily within Equipment Operations, Streets, and Utilities. Position reports to the Deputy Director of Public Works

Essential Job Functions – Equipment Operations

- Operates all equipment used in the department, including, but not limited to dump trucks, air hammer, chain saw, tractor, riding lawn mower, snowplow, air compressor, and push mower in the completion of a variety of City construction and maintenance duties.
- Plow snow, salt and sand roads, and clear sidewalk of snow and ice.
- Assists with preparations and clean up for City special events and programs.
- Performs repairs on City buildings.
- Keeps supervisor informed of unusual or detrimental conditions including equipment malfunctions and/or other problems.
- Keeps informed on current department practices by attending workshops and educational programs or reading specialized literature.
- Performs other related job duties as assigned.

Essential Job Functions - Streets

- Assists with road construction and street cleaning.
- Loads and unloads items such as stone, gravel, dirt, asphalt, pipe, timber, and heavy mechanical equipment.
- Assists in semi-skilled work by handling tools, carrying, or lifting lumber, mixing, or placing cement and asphalt concrete, performing simple repairs, or running errands.
- Performs a variety of other heavy manual work in connection with maintenance of streets, roads, and facilities.
- Collects and disposes of debris, trash, etc. caused by job.
- Cuts grass around public buildings and right-of-way.
- Operates weed eater and other grounds maintenance equipment.
- Maintains equipment and performs preventative maintenance.
- Assists the Utility Department functions as needed.
- Install traffic signs and markings.
- Required for after-hours work and events as needed.

Essential Job Functions - Utilities

- Follows instructions to complete defined goals related to utility infrastructure.
- Responds to customer complaints in a courteous and professional manner.
- Accurately records all utility readings as necessary and updates records as needed.
- Records line locations as necessary in an electronic environment and reports any utility information that is different from current records.
- Works as part of a crew that digs holes and trenches and repairs/replaces utility lines as necessary which may include road repair back to acceptable condition.
- Works as part of a dedicated small crew that inspects sewer lines with electronic equipment. records, documents, and transmits all information gathered as part of job function.
- **Performs any other related job duties as assigned.**

Knowledge, Skills, and Abilities

- Ability to work in varied weather conditions to include heat and cold extremes as well as rain, snow, or ice.
- Knowledge of occupational hazards, safety rules and regulations.
- Knowledge of basic maintenance procedures and applicable codes pertaining to an assigned area.
- Skilled in performing general equipment maintenance duties.
- Ability to interpret instructions and efficiently carry them out with minimal supervision.
- Ability to perform heavy manual labor.
- Ability to deal courteously and tactfully with customers and the public.
- Ability to follow necessary safety precautions in all areas of assignment.
- Ability to understand and follow instructions; and to understand and follow safety practices including, but not limited to, the use of materials and equipment supplied by the City.
- Ability to convey information verbally and in writing to others as needed. Ability to work in conjunction with City staff.
- Ability to perform repetitive heavy manual work at a rapid pace in varying, and sometimes extreme weather conditions. Ability to lift at least fifty pounds.

Education and Experience

High School diploma or GED required.

Special Qualifications

- Valid Driver's License-Maintain CDL License
- Ability to pass a physical exam and drug testing.
- Operates all equipment used in the department, including, but not limited to dump trucks, air hammer, chain saw, tractor, riding lawn mower, snowplow, air compressor, and push mower in the completion of a variety of City construction and maintenance duties.
- Plow snow, salt and sand roads, and clear sidewalk of snow and ice.
- Assists with preparations and clean up for City special events and programs.

- Performs repairs on City buildings.
- Keeps supervisor informed of unusual or detrimental conditions including equipment malfunctions and/or other problems.
- Keeps informed on current department practices by attending workshops and educational programs or reading specialized literature.
- Performs other related job duties as assigned.