



Job Description

Title: Maintenance Public Works Worker 1
Effective Date: Revised July 2019, Reviewed May 2020-No Change
Grade: 11
Background Checks Required: Criminal BCA, Driver's License, Predatory Offender, and Reference

DESCRIPTION OF WORK

General Statement of Duties:

Performs skilled and unskilled maintenance work for the Public Works Department including street, water, wastewater, and park operations as directed by the Maintenance Public Works Supervisor.

Supervision Received:

Works under the supervision and direction of the Maintenance Public Works Supervisor, and at the will of the City Council

Supervision Exercised:

As directed by the Maintenance Public Works Supervisor.

Hours Anticipated:

- Expected to work at least 32/hours week.
- Required to work evenings, days, nights, weekends, holidays, ability to be on-call and respond within 30 minutes.

TYPICAL DUTIES PERFORMED

The duties listed are for illustrative purposes and may not include all duties performed for this class. Duties may vary somewhat on a daily basis.

1. Attends and participates in all Safety training mandated by the state or Council. Performs all duties in a safe and efficient manner. Reports orally and in written form all unsafe conditions or risk encountered to the Maintenance Public Works Supervisor.
2. Inspects all municipal property for damage, vandalism, theft, or other losses on a daily basis. Reports any damage both orally and in written form to the Maintenance Public Works Supervisor. Contacts law enforcement as required.
3. Performs skilled and unskilled maintenance duties for the Public Works Department as directed.
4. Performs street department work including patching potholes and cracks, paint



pavement markings replacing and straightening street signs that become damaged, plows, shovels, sands, or de-ices snow on city-owned properties.

5. Delivers materials and equipment to various locations as directed.
6. Performs miscellaneous maintenance repair and carpentry tasks on municipal properties, including but not limited to cleaning, painting, grounds and building maintenance, puts up and takes down holiday decorations and flags.
7. Mows grass city parks and recreation fields, all other city properties. Performs routine and preventative maintenance on mower equipment. Reports equipment problems or concerns to Maintenance Public Works Supervisor.
8. Perform as Confined Entry Space Team Member. Perform as directed. Comply with OSHA confined entry requirements.
9. Assist in repairing water main breaks, disruptions in service and similar emergencies as directed. Flushes, inspects, paints, installs, repairs fire hydrants; prepares hydrants for seasonal variations, checks water levels.
10. This position requires frequent and extended outside work often in severe or adverse weather conditions with prolonged exposure to the elements.
11. Position requires the daily working in hazardous conditions and or around hazardous materials in unspecified amounts.
12. Requires confined space entry activities into remote work locations on a daily or more frequent basis.
13. This position requires daily work at remote work locations, such as lift stations, dry wells, and similar facilities.
14. Requires the ability to climb and descend various elevations ranging from 130 feet above ground to 30 feet below ground in all types of weather conditions. Also requires the ability to climb and descend in excess of 25 feet on a ladder carrying large, bulky, unbalanced objects near or adjacent to moving traffic.
15. Requires ability to repetitively lift, move, carry objects, equipment or supplies weighing a minimum of fifty (50) pounds without assistance, and to carry or move same various distances. Requires occasional lifting or moving of objects well in excess of one hundred (100) pounds. Also requires frequent, bending, lifting, stooping, reaching, kneeling and crawling to properly perform duties.
16. Requires the ability to successfully assist in rescue operations, which may include lifting, dragging, or otherwise moving a human body weighing a minimum of 180 pounds from confined spaces, waters, ponds, or lands in emergency situations and administer required emergency care until relieved by emergency response personnel, Sheriff, or ambulance.
17. Requires travel to and from locations on public roadways in traffic on various types

of equipment, such as tractors, riding lawn mowers, etc.

18. Installs, repairs, calibrates and replaces water meters. Takes monthly water meter readings, records and reports information.
19. Trims trees, brush, chips; loads and hauls brush and trash.
20. Assist in the daily operation of the wastewater collection system.
21. Assist in the collection of quality control and monitoring samples and specimens for public water supply under the direction and control of the Maintenance Public Works Supervisor.
22. Through daily activities prepares for and seeks to obtain licensure for Class C Water and Class SD Wastewater as required by law.
23. Position is responsible to perform the duties of the Maintenance Public Works Supervisor in their absence.
24. Serves as On-Call for Public Works Department. Willingness to maintain 30 minute response time 24/7 during periods of "On Call".
25. Assists the public works department with other duties as assigned.
26. Requires knowledge of CPR and first aid, valid driver's license, immunizations for tetanus and hepatitis A/B, passing a pre-employment drug screen.
27. Set up meeting area for council and planning commission meetings
28. CDL Class B

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to work frequently and extensively outside often in severe or adverse weather conditions with prolonged exposure to the elements.
2. Ability to work in hazardous conditions and or around hazardous materials in unspecified amounts.
3. Knowledge of confined space regulations and entry into confined spaces on a daily or more frequent basis.
4. Requires daily work at remote work locations, such as lift stations, dry wells, and similar facilities.
5. Requires the ability to climb and descend various elevations ranging from 130 feet above ground to 30 feet below ground in all types of weather conditions. Also requires the ability to climb and descend in excess of 25 feet on a ladder carrying large, bulky, unbalanced objects near or adjacent to moving traffic.
6. Requires ability to repetitively lift, move, carry objects, equipment or supplies weighing a minimum of fifty (50) pounds without assistance, and to carry or move same various

distances. Requires occasional lifting or moving of objects well in excess of one hundred (100) pounds. Also requires frequent, bending, lifting, stooping, reaching, kneeling and crawling to properly perform duties.

7. Requires the ability to successfully assist in rescue operations, which may include lifting, dragging, or otherwise moving a human body weighing a minimum of 180 pounds from confined spaces, waters, ponds, or lands in emergency situations and administer required emergency care until relieved by emergency response personnel, Sheriff, or ambulance.

QUALIFICATIONS

Minimum Qualifications:

Be at least 18 years old, with a minimum of two years experience working in a maintenance department (preferably government). Be able to lift 50 pounds without assistance; and occasionally 100 pounds. Ability to climb 130 feet and perform confined space activities. Requires knowledge of CPR and first aid, valid driver's license, Class B CDL, immunizations for tetanus and hepatitis A/B, and passing a pre-employment drug screen.