

Job Description

Job Title: Public Works Workers
Non-Exempt
Normal Operating Hours: Monday – Friday
7:00 – 3:00

SUMMARY:

Under the direct supervision of the Public Works Supervisor, you will work with the Public Works Assistant to maintain City's inventory and property.

DUTIES AND RESPONSIBILITIES:

1. Ability to operate various vehicles, equipment and tools
2. Use material to repair concrete and asphalt
3. Maintain City owned streets and sidewalks during inclement weather
4. Work assigned tasks within assigned time frame

MINIMUM JOB REQUIREMENTS:

Must be able to work independently and as a team, meet the physical demands of occasional walking, sitting, climbing, stooping, kneeling and crawling. While performing the duties of this job, the employee frequently works in outside weather conditions which exposed them to wet and/or humid conditions, near moving mechanical parts, high places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and electrical current. There is usually moderate to loud noise levels in the field or at the City's garage.

Base Rate of Pay: \$9.00

Laborer

Level 1

Public Works

JOB TITLE: Laborer, Public Works and Parks, Level One

INTRODUCTION: Ensures city owned and operated facilities are provided to the public in a safe and serviceable condition in a cost-effective, efficient manner. This position reports to the Public Works Forman or his designee.

PRIMARY RESPONSIBILITIES (In order of importance and/or frequency.)

- (1) Performs such tasks as: Lawn care and maintenance, painting, street repair, snow removal, community cleanup after storms or other natural disasters, sewer repair and cleaning, building maintenance and operation of several types of earth moving and material handling equipment and vehicles.
- (2) Performs routine visual inspections of department's equipment and vehicles and performs maintenance within the scope and limitations of the department's resources. Notifies and follows instructions of the supervisor when maintenance/repairs cannot be made in-house.
- (3) Performs a wide variety of building maintenance tasks with City Hall and other City buildings such as minor repairs or improvements requiring electrical, plumbing or carpentry work.
- (4) May be called upon assist in training, from time to time, by the Foreman or director.
- (5) Performs other duties as may be required, from time to time, by the Foreman or Director.

PREVIOUS EXPERIENCE: Three years previous experience in the area of facilities maintenance, road and street maintenance, or related field is required. Experience in any building trade and/or as a heavy equipment vehicle mechanic would be most helpful.

EDUCATION: Proficiency in English, mathematics, life and earth sciences, at the high school or equivalent level, is desirable.

TECHNICAL REQUIREMENTS:

Knowledge and application of sound safety practices is required.

A broad, general knowledge and application of building and facility maintenance techniques and practices are required.

Must possess a valid, current state Class B driver's license.

MENTAL REQUIREMENTS:

The ability to understand and speak English is required.

The ability to perform arithmetical calculations is required in order to plan work and insure sufficient supplies and materials are available for each job.

The ability to conceptualize completed construction and/or repair projects and then plan and organize the steps needed to achieve the final goal is highly desirable.

PHYSICAL ABILITIES/REQUIREMENTS:

This position requires the incumbent to frequently work outdoors in all seasons.

The incumbent must be able to operate a wide variety of equipment and machines. These include, but are not limited to: "Cat" loaders, trucks, salt handlers/spreaders, snow removal devices, wenchers, tractors, jack hammers, hand tools, powered hand tools, hammers, saws, and others. Back support devices are provided by the city.

This position often requires lifting heavy objects weighing as much as 120 pounds, or more, above the worker's head. Pushing and pulling heavy objects is also a part of this position.

Quick physical reflexes, good eye/hand coordination, complete use of one's extremities, strong depth perception and normal color vision are all required in this position for purposes of safety as well ability to perform effectively.

SPECIALIZED KNOWLEDGE OR SKILLS REQUIRED:

Knowledgeable of equipment, supplies, and materials needed to perform tasks and how to employ such resources for successful task completion.

Basic skills in a number of building and facility maintenance functions: plumbing, carpentry, electricity, ceramics (concrete, cement, asphalt), and horticulture.

MOTIVATIONS AND INTERESTS NEEDED FOR SUCCESSFUL PERFORMANCE:

Able to reason with numerical information effectively.

Skill in manipulating objects, physically and mentally, understanding visual information and able to create order based on spatial information.

Enjoys working with their hands and who is open to learning and expanding their experience and techniques using tools, machines and other equipment.

May be required to work for long periods of time with little contact with others or may have to work with several people at the same time.

Meticulous and detail-oriented.

PERSONAL APPEARANCE: The incumbent must present a neat, clean and professional image to the public so as to foster confidence and trust in the city government. Though no specific dress code exists, any attire considered in poor taste, disruptive to the work environment, or inflammatory or derogatory to the general public, will not be tolerated. The department Head and/or Mayor and the Board of Alderman reserve the right to determine the suitability of any employee's attire.

FUTURE PROGRESSION: Progression to the position of Public works foreman is a possibility for this position.

Laborer
Level 2
Public Works

CITY OF

- POSITION DESCRIPTION

JOB TITLE: Laborer, Public Works and Parks, Level Two

INTRODUCTION: Ensures city owned and operated facilities are provided to the public in a safe and serviceable condition in a cost-effective, efficient manner. This position reports to the Public Works Foreman or his designee.

PRIMARY RESPONSIBILITIES (In order of importance and/or frequency.)

- (1) Performs such tasks as: Lawn care and maintenance, painting, street repair, snow removal, community cleanup after storms or other natural disasters, sewer repair and cleaning, building maintenance and operation of several types of earth moving and material handling equipment and vehicles.
- (2) Performs routine visual inspections of department's equipment and vehicles and performs maintenance within the scope and limitations of the department's resources. Notifies and follows instructions of the supervisor when maintenance/repairs cannot be made in-house.
- (3) Performs a wide variety of building maintenance tasks with City Hall and other City buildings such as minor repairs or improvements requiring electrical, plumbing or carpentry work.
- (4) May be called upon assist in training, from time to time, by the Foreman or director.
- (5) Performs other duties as may be required, from time to time, by the Foreman or Director.

PREVIOUS EXPERIENCE: Previous experience in the area of facilities maintenance, road and street maintenance, or related field is required. Experience in any building trade and/or as a heavy equipment vehicle mechanic would be most helpful.

EDUCATION: Proficiency in English, mathematics, life and earth sciences, at the high school or equivalent level, is desirable.

TECHNICAL REQUIREMENTS:

Knowledge and application of sound safety practices is required.

A broad, general knowledge and application of building and facility maintenance techniques and practices are required.

Must possess a valid, current state Class B driver's license.

MENTAL REQUIREMENTS:

The ability to understand and speak English is required.

The ability to perform arithmetical calculations is required in order to plan work and insure sufficient supplies and materials are available for each job.

The ability to conceptualize completed construction and/or repair projects and then plan and organize the steps needed to achieve the final goal is highly desirable.

PHYSICAL ABILITIES/REQUIREMENTS:

This position requires the incumbent to frequently work outdoors in all seasons.

The incumbent must be able to operate a wide variety of equipment and machines. These include, but are not limited to: "Cat" loaders, trucks, salt handlers/spreaders, snow removal devices, wenchers, tractors, jack hammers, hand tools, powered hand tools, hammers, saws, and others. Back support devices are provided by the city.

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