

Public Works Job Description

JOB DESCRIPTION – PUBLIC WORKS WORKER for CITY OF BERTRAM, IOWA

The specific job functions and responsibilities of the Public Works Worker shall be determined by Council and included in a job description for the position, subject to changes upon the majority vote of Council.

Job Requirements:

- Must possess a valid Iowa State driver's license.

JOB FUNCTIONS:

- Primary functions will be to operate, maintain, and upgrade, as needed, all facets of the city water, the maintenance of streets, parks, and all city property.
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JOB RESPONSIBILITIES:

- Maintain all City signs, paint crosswalks and parking markings.
- Maintain, clean and repair storm sewers and catch basins as needed.
- Remove snow, ice and debris from streets and sidewalks as needed.
- Maintain grounds on all City Property (empty trash, sweep floors, etc.)
- Maintain bathrooms on City Parks property (clean, stock, disinfect, etc.)
- Trim and/or remove trees on City property as needed.
- Inspect Park playground equipment and repair as needed.
- Spray weeds when needed.
- Trim, mow, and rake leaves.
- Maintain all city property structures as needed.
- Maintain retention basins.
- Equipment
 - Operate all City equipment on appropriate applications as needed.
 - Perform general maintenance and repair work on all City equipment as needed. Maintain accurate equipment records.
 - Be trained on safe operation of all City equipment
 - Obtain and maintain the appropriate Commercial Driver's License (CDL).
- Building Department
 - Assist in 911 addresses for new construction.
 - Assist in building code compliance as needed.
- Water
 - Post required notices and shut off water to property as needed.
 - Install or replace water meters as needed.
 - Flush hydrants and lines as needed.
 - Keep pump house in clean and organized fashion.

- **Miscellaneous**
 - Attend all training required by City.
 - Perform all drug testing as required by the City, State, Federal Government, and insurance.
 - Comply with all Insurance Requirements for the City.
 - Ensure compliance with OSHA and other safety regulations including postings, equipment use, and procedures.
 - Keep an accurate timecard and submit it bi-weekly.
 - Respond to emergencies and situations that cannot wait for a response during regular business hours to ensure the operation of all City functions.
 - Dispose of dead animals and other disposable items as needed from city property.
 - Arrange for locates of underground utilities prior to excavation projects and locate utilities as requested by Iowa One Call.
 - Report to the Linn County Sheriff any vehicles parked illegally on city property.
 - Assist in compiling a listing of properties in violation of city code. (Examples: mowing ordinance, nuisance ordinance, junk car ordinance, or parking ordinance.)
 - Attend City Council meetings as needed to report activities, answer questions, and obtain approval for projects when required.
 - Update the projects/task board.
 - All other duties as may be needed or assigned.

EQUIPMENT USED

- Tractor loader, trucks, plow trucks or tractor, mowing equipment, various hand tools, various attachments for tractor loader and skid loader, snowplows and salters, various hand, and power tools.

CONTACTS:

- Good communication with Public Works Manager, co-workers and Mayor or designee.

QUALIFICATIONS

- Education – High School Graduate or equivalent required – Must have Commercial Driver’s License (CDL) Class B with Air Brakers Endorsement.
- Must participate in and be able to pass a drug and alcohol screening program as part of the CDL requirements. Some knowledge and/or training in heavy equipment operation and maintenance preferred.
- Experience – No experience required. Some experience in heavy equipment, water operations, ground maintenance or related areas preferred.

- Special abilities – must have good organizational skills; must be a self-starter and have good communication skills to interact with City Council and citizens. Have a broad knowledge of City operations from maintenance perspective.
- Physical Requirements – Must be able to lift objects weighing more than 90 pounds on an occasional basis and carry, push, or pull them up to 10 feet unassisted, able to work in confined work areas and occasionally from heights; must be able to stand, sit, listen, watch, crouch, stoop, kneel, bend, climb and balance for extended periods of time in all weather conditions.
- Mental Requirements – must have the ability to prioritize a variety of maintenance related activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen’s reasonable expectations under time deadlines.
- Employment with the City is required for two (2) years following certification or employee will reimburse the City for all education related expenses incurred.
- This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

DISCLAIMER

- All duties and requirements in the job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job call will BE expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose, or intent of the position.