



Public Works Maintenance Worker

Public Works

PW/5

JOB SUMMARY

This position is responsible for performing a variety of un-skilled and semi-skilled duties associated with the construction, repair, and maintenance city streets, right-of-ways, storm water drainage systems, and other elements of city infrastructure.

MAJOR DUTIES

- Performs scheduled maintenance and repairs on city streets, rights-of-ways, alleys, medians, storm water drainage systems, bridges, and other properties under city obligation.
- Operates a variety of equipment, machinery and tools used in department projects and activities, which may include weed cutters, blowers, mowers, and chainsaws; operates equipment such as dump truck, sweeper, backhoe, front-end loader, and other related equipment.
- Assists in asphalt repair and replacement; patches and repairs potholes in road surfaces; applies sealant to road cracks.
- Assists in concrete repair and replacement for sidewalks, driveways, curbs, and gutters.
- Maintains storm water drainage systems by cleaning catch basins, ditches, and other storm water structures to prevent localized flooding; removes debris and other safety hazards from streets, curbs, storm drains, alleys, and adjacent public areas.
- Performs general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety.
- Responds to emergency situations as needed involving accidents, road spills, debris, or other situations; performs traffic flagging activities to assist with traffic control when necessary.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of city and departmental policies and procedures.
- Knowledge of methods, materials, procedures, and standard practices of public works maintenance operations.
- Knowledge of equipment and tool operation and maintenance practices,
- Knowledge of traffic laws and rules involved in vehicle and equipment operation; and basic traffic control/barricade procedures.
- Knowledge of city policies regarding safe work practices.
- Skill in following written and oral instructions.
- Skill in assisting in concrete and asphalt repair and replacement.
- Skill in operating power equipment and hand tools.
- Skill in operating assigned motor vehicles and related equipment.
- Skill in prioritizing and organizing work.

SUPERVISORY CONTROLS

The Public Works Supervisor assigns work in terms of detailed and specific instructions. The supervisor spot-checks work in progress and upon completion to ensure accuracy, adequacy, and adherence to instructions and established procedures.

GUIDELINES

Guidelines include city and department policies and procedures, supervisory instructions, and safety regulations. These guidelines are clear and specific,

COMPLEXITY/SCOPE OF WORK

- The work consists of related un-skilled and semi-skilled duties associated with the construction, repair, and maintenance of city streets, right-of-ways, storm water drainage systems, facilities, properties and other sites under city obligation. Cold or inclement weather contribute to the complexity of the work.
- The purpose of this position is to participate in the construction, repair, and maintenance of assigned city infrastructure. Successful performance helps ensure the safe and efficient maintenance and completion of public works projects.

CONTACTS

- Contacts are typically with co-workers, other city employees, property owners, business owners, and members of the general public.
- Contacts are typically to give or exchange information, resolve work related problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed outdoors. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, and cold or inclement weather. The work requires the use of protective devices such as goggles or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements.
- Possession of or ability to readily obtain a valid state issued driver's license for the type of vehicle or equipment operated.