

MAINTENANCE

JOB DESCRIPTION

MANUAL

PUBLIC WORKS

GENERAL STATEMENT OF DUTIES:

Performs a variety of skilled, technical, and maintenance work in construction, operation, repair, maintenance, and replacement of City water, sewer, parks, street and storm drainage facilities and systems.

Works under the general supervision of the Public works supervisor

DUTIES:

Works directly under the Public Works Supervisor's direction, in all phases and types of construction, maintenance, and operation activities designed to provide quality water, sewer, and street and drainage service for the city.

Repair and maintenance of gas chlorine equipment, booster pumping stations, reservoir, meters, streets, drainage systems, sewer system and building maintenance at frequent intervals to insure that all aspects of the systems are functioning properly.

Advises the Public Works Supervisor in matters relating to department activities, problems found in water, sewer, parks, streets and storm drainage problems.

Location of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation and informs crews of such locations.

Under the direction of the Public Works Supervisor, responds to complaints regarding water leaks, pressure loss or no water; evaluates situation, makes determinations of whether liability lies with the city or the property owner; explains finding to property owners and notifies appropriate water and sewer crew if necessary.

Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.

Insures the proper maintenance of equipment and tools after and before each use.

At all times, Works in a safe manner and follows all safety procedures and requirements.

Assists in the control and use of supplies and equipment used in the maintenance, construction and repair of water lines, sewer lines, parks, street, drainage systems and other department facilities to insure that all equipment is in proper working order.

Operates in the construction of bridges, building, sidewalks, drainpipe and water pipe installations, culvert installation and road construction.

Assists in making sure supplies and material are present for effective department operation and are not misused.

Operates a variety of power construction and maintenance equipment used in water, sewer, parks and street department.

May serve on various employee and/or other committees as assigned.

ACCEPTABLE EDUCATION AND EXPERIENCE

Graduation from high school education or GED equivalent, and two (2) years of experience relating to the construction, repair and maintenance of water, sewer, street, or storm drainage systems including the operation of related maintenance equipment, or any equivalent combination of education and experience.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of equipment, facilities, materials, methods and procedures used in public water supply and distribution systems, sewer collection systems, park systems, storm drainage systems, and street systems.

Knowledge of pipe installation, connection and repair practices, of road construction and maintenance, and how to operate and maintain various types of equipment. Must have the ability to organize and communicate effectively, both verbally and in writing. Must be able to take direction from the Public Works Supervisor.

Ability to establish and maintain effective working relationships with employees, other departments and the public.

Skill in operations of listed tools and equipment.

Knowledge of operation and use of motorized vehicles and equipment including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, backhoe, water truck, tamper, plate compactor, saws, pumps, areole propane kettle, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches and detection devises.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers, arms and legs, to handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee must have the ability to talk and hear proficiently. The employee is required to walk, sit, climb or balance, stoop, kneel, crouch, crawl and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance visions, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in adverse weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and or humid conditions and vibration.

The employee may be required to work in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, hazardous environments and has a risk of electrical shock.

The noise level in the work environment is usually loud in field setting, and moderately quiet in office setting.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required;

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The Job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirement of the job change.

NECESSARY SPECIAL REQUIREMENT:

Must hold a current valid state driver's license, with CDL endorsement or the ability to obtain one. Ability to test for and hold the current minimum level of state water and waste water license required to perform the duties needed to operate and maintain water distribution, disinfections, and sewer collection and treatment systems for the City of Kimberly.