

Employer: City of Elkader
Department/Division: Public Works Department

Job Title: **Public Works Department**

Normal Shift: 8 hours

Employee

Reports To: Public Works Director

FSLA status: Non-exempt

Job Summary: Public Works Department Workers are responsible for performing a wide variety of semi-skilled and skilled activities related to maintaining and repairing streets, storm sewers, traffic control signs, parks, vehicles, and buildings; ensuring public safety and general welfare; and providing quality customer service. Duties include, but are not limited to: snow/ice removal and applying abrasives to streets; repairing streets and sidewalks; cleaning and repairing storm sewer lines, rebuilding intakes and manholes; installing and maintaining signs for traffic control; picking up and chipping brush; picking up leaves; providing general clean-up and housekeeping of shop; performing utility locates on storm sewer lines; operating heavy machinery and specialized equipment; performing preventative maintenance and cleaning of equipment and, otherwise assisting in a wide variety of Public Works projects as assigned.

Additional duties may include: serving as lead to other department's employees such as the Parks Department or seasonal staff; becoming a Certified Pool Operator (CPO); and other duties as assigned.

Essential Functions:

1. Performs storm sewer utility locates for the City, other utilities, contractors, and the general public.
2. Operates heavy equipment and other equipment such as end-loaders, power tools and all trucks, tractors lawn mowers and street sweeper.
3. Cleans and repairs storm sewers including: storm sewer lines, pipes, manholes, intakes and related structures; inspection and mapping.
4. Cleans roadways and right-of-ways by picking up and chipping brush; mowing grass along roadways; and maintaining, trimming and removing trees in City right-of-ways; operates street sweeping equipment.
5. Performs snow removal duties such as operating snow plows and hauling, shoveling, and applying chemicals and abrasives to streets, sidewalks and steps.
6. Repairs streets, alleys and sidewalks by removing and replacing concrete and asphalt, filling potholes, sealing cracks, painting streets, and performing other necessary clean-up activities. This includes street sign maintenance.
7. Provides general clean-up and housekeeping of shops; may assist with housekeeping at other City facilities (this may include bathroom cleaning).
8. Performs routine maintenance on equipment, buildings, and vehicles, including: lubricating, washing, making minor mechanical adjustments and other preventive maintenance.
9. Removes solid waste (garbage/trash) from waste containers, streets, and sidewalks on city property.
10. Regular and punctual attendance.

Physical Demands	Description	Essential Function(s)
Standing	Stand for up to 7.5 hours per day.	1,3,4,5,6,7,8,9
Walking	Frequently walk throughout various parks, fields, and grounds.	1,3,4,6,7,8,9
Sitting	Regularly sits for up to 1 hour at a time to drive or operate equipment or while attending meetings.	1,2,3,4,5,6,7,8,9
Lifting	Regularly lifts up to 75-pound tools and equipment (paint buckets, grass seed, concrete forms, ice melt, etc.) from floor to 57 inches.	1,3,4,5,6,7,8, 9
Carrying	Occasionally carry various equipment weighing up to 70 pounds up to 50 feet at a time.	1,3,4,5,6,7,8,9

Pushing	Occasionally push up to 100 pounds to open/close vehicle doors, operate, or transport various equipment.	1,2,3,4,5,6,7,8,9
Pulling	Occasionally pull up to 100 pounds to open/close vehicle doors, operate, or transport various equipment.	1,2,3,4,5,6,7,8,9
Climbing	Frequently climb up to 21 steps ranging from 10 inches to 22 inches to get in/out of vehicles, and utilize ladders and step stools.	1,2,3,4,5,6,7,8,9
Bending and squatting	Regularly bend or squat to reach from 0 inches to 75 inches with up to 25 inches forward reach for maintenance tasks.	1,2,3,4,5,6,7,8,9
Reaching	Regularly bend and reach from 0 inches to 75 inches with up to 25 inches forward reach for maintenance tasks.	1,2,3,4,5,6,7,8,9
Gripping	Occasionally grip 60 pounds bilaterally to steer vehicles and operate various hand tools.	1,2,3,4,5,6,7,8,9
Pinching	Occasionally pinch up to 5 pounds bilaterally to handle small parts and tools.	1,2,3,4,5,6,7,8,9
Low-level work (kneeling)	Frequently low level kneeling activity for up to 15 minutes to perform various maintenance and repair, machine and equipment maintenance, etc. regularly for more than 15 minutes;	3,4,5,6,7,8,9
Above-Shoulder Work	Frequently lift up to a 10-pound part from 0 inches to 75 inches and hold for up to 2 minutes at self-selected height above shoulder to secure the part, change light bulbs, etc.	3,4,5,6,7,8,9
Hand Coordination	Frequently hand coordination for writing, using keyboard and telephone, and operating various equipment and tools.	1,2,3,4,5,6,7,8
Repetitive motion	Frequently use equipment and tools in such a manner that the same movement or motion is used repeated	2,3,4,5,6,7,8,9
Impact activities (jumping)	Frequent impact activities including jumping, shoveling, walking, small-patch work, from 2 minutes to 30 minutes.	1,2,3,4,5,6,7,8

Exposures	
Source	Description (level, duration, etc.)
Uneven/slippery surfaces	Required to perform essential functions on slippery surfaces and uneven terrain.
Weather	Required to perform essential functions outside under various and changing weather conditions such as heat, cold, wind, and rain.
Electricity	Exposure to energized, high voltage breaker boxes.
Confined Spaces	Required to perform essential functions in various confined spaces.
Heights	Required to perform essential functions at heights in excess of 25 feet.
Noise	Various equipment such as pumps, vacuum, landscaping equipment, etc.
Chemicals	Various toxic or caustic chemicals; this includes exposure to items that contain an odor or may create dust
Moving mechanical parts	Required to perform essential functions with equipment and tools that have moving mechanical parts.
Vibrations	Required to perform essential functions with equipment that causes vibrations.

Knowledge of (position requirements at entry):

- Reading, writing, and speaking of English language
- Safety procedures
- Hand and power tool operation
- Operating dump trucks, flatbed vehicles, and pick-up truck
- Basic repair skills
- Operating hand and power tools
- Problem solving skills
- Communication, interpersonal skills as applied to interaction with co-workers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Positive customer service-oriented attitude and community-minded thought process.
- Ability to work independently or as a team.
- Displays high standards of ethical conduct. Refrains from dishonest behavior.
- Works and communicates with all clients and customers providing polite, quality professional service.
- Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.
- Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.
- Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.
- Exchanges information with individuals or groups effectively by listening and responding appropriately.

Knowledge or ability to obtain knowledge of:

- General maintenance procedures
- Storm sewer collection systems, including mapping and ability to make recommendations for repair
- Work zone safety
- Excavation safety
- Construction techniques
- Traffic control
- Maintaining and repairing streets
- Operating heavy equipment such as end-loaders, power tools, and all trucks, tractors, lawn mowers and the street sweeper.

Licenses, Certifications, and Residency Requirements

- High school diploma or equivalent.
- Valid driver's license and ability to obtain, and maintain, a Class B, Commercial Driver's License, within 90 days of employment
- At the discretion of the Public Works Director, be willing to obtain pool operator license.
- Be willing to obtain other licenses as needed or requested by the Public Works Director or City Administrator/Clerk.
- Employee must be able to respond to an emergency or in unusual situations outside of the normally assigned work periods within 30 minutes from the time they receive the call to being onsite. Thirty-minutes is based on normal driving conditions.

Personal Protective Equipment (PPE)

- Steel toed boots or shoes
- Hearing protection when needed

- Eye protection when needed
- Gloves when needed
- PPE for welding when needed

Conditions of Employment: (for example)

- Pre-employment drug screen (and random drug tests throughout term of employment).
- Post-offer, pre-employment physical exam.
- Criminal background check.

Document History

Date	Description
January 22, 2007	Original version approved
February 15, 2019	New version with functional component added
February 25, 2021	Reviewed and updated
February 13, 2023	Reviewed and updated

Definition of Terms

Term	Definition
• Essential Functions	• Those tasks that meet the definition of “the reason the position exists.”
• Marginal Functions	• Those tasks which, if excluded or not performed, would not substantially change the result or output of the job classification.
• Occasionally	• From time to time, now and then (up to 20-25% of the time)
• Regularly	• Usually, ordinarily (up to 65% of the time)
• Frequently	• Often, many times (up to 75% of the time)

Please read and sign:

I have been provided a copy of this job description, I have read it, and understand it:

_____ (sign)

_____ (date)