



## **CITY OF WRIGHT CITY**

### **PUBLIC WORKS MAINTENANCE WORKER**

#### **JOB DESCRIPTION**

**Status:** Full time

**Department:** Public Works

**Reports to:** Public Works Director

#### **General Purpose of the Position**

Operates a variety of equipment, vehicles, and power tools in order to perform skilled work to build, repair or maintain streets, storm drains, culverts, ditches, and public works projects. Completes maintenance of public facilities and works on capital projects as assigned.

#### **Duties and Responsibilities**

- Participate in the construction, maintenance, and repair of city streets, right-of-ways, stormwater systems, and public works projects.
- Install, maintain, inspect, and repair a variety of ditches, sewers, drains, gutters, and culverts.
- Participate in the maintenance and repair of asphalt surfaces to construct or repair streets.
- Pour and assist in finishing concrete and masonry work including rough carpentry work to construct forms for curbs, gutters, and ramps.
- Participate as directed in sign fabrication and traffic painting; set up and take down traffic warning devices and barricades for traffic control.
- Erect and maintain proper work zones, warning devices, and barricades for traffic control.
- Complete minor repairs to equipment and perform preventative maintenance tasks, such as making simple adjustments, replacing minor parts, and lubricating equipment to keep it in proper operating condition.
- Respond to winter storm operations on a 24-hour call basis; plow snow and spread salt as needed to clear streets.
- Responsible for mowing of all City green areas.
- Required to complete NIMS/FEMA training IS 100, IS 200, IS 700, IS 800.

#### **Knowledge, Skills and Abilities**

May be representative, but not all-inclusive, of those knowledge, skills and abilities commonly associated with this position.

- Knowledge of concrete placement and finishing methods, slump, and strength testing with related training preferred.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.

- Knowledge of traffic laws, ordinances, and rules involved in equipment operation.
- Knowledge of tools, methods, materials, equipment and terminology used in construction and maintenance of street and traffic control facilities.
- Ability to use good judgment and think quickly and rationally.
- Attention to detail and the ability to maintain concentrated focus.
- Ability to communicate verbally and in writing.
- Ability to understand and carry out written and oral instructions.
- Regular attendance is a necessary and essential job duty

### **Education and Experience Required**

Education, experience and training that are required or desirable in order to effectively perform the job at the time of hire. An equivalent combination of education, training and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of Public Works Manager, City Administrator or Human Resource.

- High school diploma or equivalent desired.
- Minimum of one year of experience in street maintenance or related experience desired.
- Must have valid driver's license upon hire, and acquire Class E or better.
- Forklift Certification, Chemical Spill Training, and Flagging and Work Zone Safety Training desired.

### **Work Environment**

Environment conditions commonly associated with the performance of the duties of this job.

- Primarily an outdoor work environment.
- May be exposed to moderate noise levels and occasional loud noises from equipment.
- Occasionally exposed to varying, inclement weather; may be exposed to wet, humid, hot, and/or cold conditions.
- Occasionally required to work in hazardous traffic conditions and near moving mechanical parts; may work in high and dangerous places.
- Occasionally required to wear protective gear to limit exposure to dust, chemicals, and environmental toxins.

### **Physical Abilities**

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

- Ability to perform strenuous manual tasks for extended periods of time.
- Must be able to lift and carry up 50 to 100 pounds.
- Must be able to sit for extended periods of time.
- Must be able to speak and hear clearly, clarity of vision and ability to adjust focus
- Must be able to have repetitive wrist, hand, and/or finger movement.
- Must have finger dexterity and hand-eye coordination.