



POSITION DESCRIPTION

TITLE: Public Works Employee

DEPARTMENTS: Water, Wastewater, Streets, Natural Gas, Facility Management, and Maintenance.

JOB FUNCTIONS: Responsible to operate, maintain, and upgrade, as needed, all facets of the city water, wastewater the maintenance of streets, and all city property and also to assist the other public works employees as they perform these tasks. Will also assist with the building department operations in the absence of the Building Inspector.

JOB RESPONSIBILITIES:

The incumbent in this position has the responsibility for determining priority of all tasks listed subject to the direction of the Mayor and City Council.

Streets:

1. Coordinate all maintenance activities on City streets, sidewalks and curbs such as grading, minor construction, repair or reconstruction.
2. Inspect sidewalks to ensure code compliance; maintain City sidewalks as required.
3. Maintain all City signs, signals, paint crosswalks and parking markings.
4. Maintain, clean and repair storm sewers and catch basins as needed.
5. Spray weeds along roadways and City maintained sidewalks when needed.
6. Obtain salt and sand annually for application to streets and sidewalks as needed.
7. Remove snow, ice and debris from streets and sidewalks as needed. Ensure a timely response to snow events for snow removal.
8. Maintain street maps and coordinate with City staff.
9. Maintain, hang, remove, and store (or arrange for such) pole banners and holiday street decorations.

Grounds:

1. Maintain grounds on all City property.
2. Trim and/or remove (or arrange for such) trees on City property as needed.
3. Spray weeds (or arrange for such) when needed.
4. Trim, mow, and rake leaves.
5. Maintain (or arrange for such) all city property structures as needed.
6. Maintain retention basins.

Natural Gas.

- a. Must comply with all State and Federal regulations.
- b. Do all reporting on time.
- c. Attend all safety meetings as required.
- d. Attend all other meetings to keep up on new regulations as they come.
- e. Must fill and maintain the odorator.
- f. Keep border station heater running properly.
- g. Must check border station and town station pressures daily and adjust as needed.

Equipment:

1. Operate all City equipment on appropriate applications as needed and safely.
2. Perform (or arrange for such) general maintenance and repair work on all City equipment as needed. Maintain accurate equipment records.

Water:

1. Work closely with other employees to coordinate joint projects and other activities that require multiple staff.
2. Test water for chlorine, fluoride, and nitrate levels as required by permit; Maintain records of chlorine, fluoride and nitrate usage.
3. Perform necessary functions for the City water system on holidays and weekends on a rotating basis with other qualified public works employees.
4. Post required notices and shut off water to property as needed.
5. Install or replace water meters and remote reading equipment as needed.
6. Operate the remote water meter system to capture the monthly meter readings for the entire City and capture specific address readings as needed during the month.
7. Maintain adequate levels of salt and chemicals for water treatment.
8. Assist with water tower inspections and or coordinate maintenance.
9. Flush fire hydrants on semi-annual basis and repair or replace as needed.
10. Complete back flushing.
11. Flow test/pressure test all fire hydrants on an annual basis.
12. Locate, repair, and/or replace (or arrange for such) of water mains and service lines as needed.
13. Complete and file water reports as needed or required.
14. Keep water plant in clean, organized condition.
15. Service and clean water utility pickup as needed.
16. Maintain water maps.
17. Attend training sessions to acquire and/or maintain Water Distribution System License I, Water Treatment Certification Grade I through Iowa DNR.

Waste Water:

1. Operate and maintain the Waste Water Treatment Plant.
2. Perform necessary functions for the City waste water system on holidays and weekends on a rotating basis with other qualified public works employees. Ensure the rotating of these responsibilities and the proper shifting of work hours to keep the employee's work hours over 40 per week to a minimum.
3. Take and submit sewer samples for testing as required by permit.
4. Inspect lift stations as necessary; check flowchart and record usage.
5. Locate, and arrange for repair and/or replacement of sewer mains and manholes as needed.
6. Spray weeds when needed.
7. Oversee construction and maintenance of the sanitary sewer system.
8. Maintain sewer maps.
9. Attend training sessions to acquire and/or maintain Wastewater Certification Grade I through Iowa DNR.
10. Complete waste water reports as needed or required.

Miscellaneous:

1. Ensure compliance with OSHA and other safety regulations including postings, equipment use, and procedures.
2. Coordinate cross training of all public work employees' responsibilities to ensure continued operation of all City functions.
3. Keep an accurate time card.
4. Notify your supervisor directly if you find it necessary to leave work early.
5. Notify your supervisor directly if you are unable to be present for work or unexpectedly detained. Upon your return, report directly to your supervisor.
6. Respond to emergencies and situations that cannot wait for a response during regular business hours to ensure the operation of all City functions or preserve private property. This may involve answering your city cell phone during non-regularly scheduled work hours.
7. Dispose of dead animals and other disposable items as needed from city property.

8. Arrange for locates of underground utilities prior to excavating projects and locate utilities as requested by Iowa One Call.
9. Report to the Louisa County Sheriff any vehicles parked illegally on city property.
10. Assist in compiling a listing of properties in violation of city code. (Examples: mowing ordinance, nuisance ordinance, junk car ordinance, or parking ordinance.)
11. Attend City Council meetings as needed to report activities, answer questions, and obtain approval for projects when required.
12. Order parts and supplies for operations, projects, and equipment as needed.
13. Review all City property and equipment with the City's insurance agent to ensure proper coverage.
14. Compile an annual list of projects/task to complete.
15. Compile an annual list of needs for the budget planning process. This list should be completed by mid-December.
16. Be aware of all city policies as listed in the City of Morning Sun's Personnel Policy Manual or as may be updated. This manual will be updated as needed. All updates become effective once adopted by the Morning Sun City Council.
17. Keep the city clerk's office staff informed of any planned absences for maintenance department employees. This is to ensure staff knows who to contact on a daily basis as well as see that any paychecks are issued for missed paydays.
18. All other duties as may be needed or assigned.

CONTACTS: The incumbent in this position makes frequent contact with City Clerk and Utility Clerk to exchange and interpret information. Also makes frequent contact with Mayor to exchange and interpret information and persuade to different points of view. Contacts with residents are significant and regular and usually involve the exchange and conveyance of information. Contacts made with persons outside the City are infrequent and are usually with vendors and/or contractors and involve the exchange and interpretation of information regarding City projects or supplies/equipment purchases.

EQUIPMENT USED: Backhoe, tractor loader, trucks, street sweeper, mowing equipment, various hand and power tools, shoring and other equipment needed to perform duties. Most power equipment requires specific operational and maintenance training; perform minor maintenance activities on most power equipment as needed.

QUALIFICATIONS:

- A. Education – High School Graduate or equivalent required.
- B. Certifications – Must have Grade I Water Treatment, Grade I Water Distribution, and Grade I Wastewater Treatment Certifications. The Morning Sun City Council may approve to obtain Grade I Water Treatment, Grade II Water Distribution, Grade I Water Treatment, Grade I Water Distribution, Grade I Wastewater Treatment, and Grade I Wastewater Treatment Certifications within allowable time frames as set by the City of Morning Sun management and the IDNR
- C. Experience – No experience required. Some experience in heavy equipment, water and/or sewer plant operation, grounds maintenance or related areas preferred.
- D. Special Abilities - Must have good organizational skills; must be a self-starter and have good communication skills to interact with City Council and citizens and manage numerous maintenance related projects in the City; must have or obtain Water Distributions Systems License Grade II, Water Treatment Certification Grade II and Wastewater Certification Grade III and maintain current requirements; should have broad knowledge of City operations from maintenance perspective.

Employment with the city is required for two (2) years following certification or employee will reimburse the City for all education related expenses incurred.

- E. Physical Requirements – Must be able to lift objects weighing in excess of 50 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.

F. Mental Requirements – Must have the ability to prioritize, plan and schedule 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 expectations under time deadlines.

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 requirement in this 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 class 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.