

City of Windsor Heights

PUBLIC SERVICES LABORER

Department: Public Services
Reports To: Director of Public Services
FLSA Status: Non-Exempt
Written By: Doug Stone
Approved By: Brett Klein
Council Review and Approval on September 21, 2015

Summary Description:

Under the general direction and supervision of the Director of Public Services, the incumbent is responsible for carrying out manual and semi-skilled daily, seasonal and cyclical activities of the public works, and parks and recreation departments. The position is responsible for the safe and effective operation and maintenance of the City's storm water and sanitary sewer systems. Work includes the general maintenance, cleanliness, and efficient operation of the City streets, parks, buildings, sewers, sidewalks street signals and signage, and all other public lands and buildings, leased or owned. Work includes operation of medium to heavy duty construction equipment and trucks along with hand tools and manual labor.

Appointment/Selection:

Selection is made by the Director of Public Services subject to the approval of the City Administrator. Selection shall be based upon merit and qualification.

Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of public works as it relates to the construction and maintenance of streets, water, storm and sewer distribution systems, property and all premises and grounds owned and / or maintained by the City.
- Ability to effectively communicate verbally and in writing.
- Able to be meticulous in the maintenance of vehicles and careful & complete in record-keeping.
- Must develop thorough knowledge and understanding of safety rules and regulations and City policies.
- Ability to effectively express ideas verbally and in writing; to prepare written reports which are informative, accurate, and comprehensive.

- Ability to establish and maintain positive working relationships with the Mayor, City Council, City Administrator, City employees, the general public, contractors and the press.
- Ability to use contemporary technology, including computers, telephones, social media and software management programs.
- General knowledge of parks and trail design and maintenance.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for long periods of time and be flexible.
- Must possess ability to work independently or as part of a team and exercise sound judgment.
- Knowledge of and the ability to safely work with general and specialized tools and equipment used in various public works programs and projects.
- Ability to multi-task on a daily basis, performs with telephone and walk-in customer interruptions, and adapt to changing priorities.
- Knowledge of proper chemical storage and use for those chemicals and solvents required to carry out the position responsibilities and maintenance of the corresponding Material Safety Data Sheets (MSDS).
- Ability to read and acquire knowledge of the International Building, Fire, Maintenance, Mechanical and Residential Code.
- Ability to read and acquire knowledge of the National Electrical Code, Uniform Plumbing Code and all other City State and Federal Building codes adopted by the City.
- Ability to read building plans.
- Ability to proficiently use and operate construction equipment.
- Knowledge of traffic regulations.

Essential Functions (The following is a list of typical duties and not meant to be exclusive or inclusive):

- Participates in maintenance and repair of all City and public works facilities.
- Loads and unloads materials by hand or by the use of a front end loader.

- Operate medium to heavy duty trucks in hauling materials such as gravel, asphalt, salt, sand, trash, yard waste and tree debris.
- Performs manual work in cleaning work sites of debris.
- Performs a variety of specialty skilled, skilled, semi-skilled and manual labor work in the construction, maintenance, general operations and repair of City and public works facilities.
- Duties may include carpentry, concrete work, hot mix asphalt placement, cold patching storm water infrastructure repair and street and sewer reconstruction.
- Effectively operates a variety of equipment; including but not limited to heavy duty trucks, backhoes, snow plows, loaders, tractors, road graders, mowers, flushers, chippers, chain saws, air compressors, jack hammers, trailers, rollers, sewer maintenance equipment and four wheel drive equipment.
- Drives pickup trucks with and without pulling trailered equipment.
- Performs concrete finishing and carpentry work related to construction and maintenance projects.
- Inspect sidewalks to ensure Code compliance; maintain city sidewalks as required.
- Maintain all city signs, paint crosswalks and parking markings.
- Maintain, clean and repair storm sewers and catch basins as needed,
- Spray weeds along roadways & city maintained sidewalks when needed.
- Apply salt, sand, and/or brine annually for application to streets as needed and directed.
- Remove snow, ice and debris from streets and sidewalks as needed.
- Maintain grounds on all city property.
- Trim and/or remove trees on city property as needed.
- Spray weeds when needed as directed.
- Perform general maintenance work on all city equipment and buildings as needed.
- Dispose of dead animals and other disposable items as needed.
- Assist with putting up and maintaining city decorations at appropriate times.
- Enforce Animal Control measures as directed by City Code or practice.

- Operates equipment and provides necessary labor to clean, repair and/or upgrade public sewer collection systems.
- Operate a variety of pieces of light, medium or heavy equipment in the absence of regular equipment operators or for training purposes.
- Fabricate signs and barricades; erects same; operates and maintains manual and power-driven stripping machines.
- Must be available for on-call duties and emergency call-outs as required.
- Cleans, scrapes, paints, washes and waxes equipment.
- Assists in keeping clean, safe and in good working condition of City vehicles, equipment, tools, buildings and grounds.
- Assists in building and ground repair and maintenance tasks; including site maintenance.
- Must have the ability to understand the safety rules and regulations, policies, needs, equipment, instruments and their use.
- Provides for emergency maintenance needs outside of normal business hours.
- Assist private contractors in regard to problems encountered when undertaking specific public works projects previously authorized and report any issues to the Director of Public Services.
- Enforce the City Code and policies related to the public works department.
- Maintains knowledge on applicable new local, state and federal laws, mandates and regulations, policies and procedures and contemporary public works trends and initiatives.
- Other duties as directed by the City Administrator or Director of Public Services that arise from a matter of policy or contemporary trends.

Peripheral Duties:

- Attend seminars, professional /district meetings, and workshops related to public works duties and responsibilities to keep apprised of developments/changes in municipal government.

Experience and Training:

- Minimum of a HS Diploma or GED with a two (2) year Associate's Degree or applicable certificate preferred.

- One to three years of progressively responsible public works related experience in public or private sector.
- Must possess a valid Iowa driver's license and Commercial Driver's License. If in possession of a valid out of state license, must be able to possess and maintain throughout employment a valid Iowa driver's license within 6 months of employment.
- Possession and maintenance of C.P.R., AED and First Aid certifications.

Tools and Equipment Used:

- Typewriter, personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, first aid and safety equipment.
- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications
- Heavy road, excavation and construction equipment, including but not limited to back hoe, dump truck, snow plow equipment, tractors and various attachments, front loader, etc.
- Hand and power tools commonly associated with public works tasks and maintenance of public works equipment

Work Environment/Frequent Physical Demands:

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

- The noise level in the work environment is occasional low/moderate level office noise in addition to frequent moderate / high noise exposure of public works maintenance machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Use hands frequently to finger, handle, or feel objects, tools or controls.
- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills.

- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Requires clerical, forms, numerical, and verbal perception.
- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind snow, heat or cold.
- Occasionally crawling and occasional lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual.
- Employee may be exposed to darkness, close quarters, poor lighting, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, microbiological hazards and unpleasant social situations.
- Position may require a significant work pace pressure and irregular work hours in addition to performing during emergency management and critical incident situations.

Interaction with Other Department/Staff:

- The position requires a high degree of information sharing between administration, clerk, parks, police, building inspector, City Council, and other temporary staff. It is of the utmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of 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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Windsor Heights has a similar right.

Employee's Signature

Date

City Administrator

Date

The City of Windsor Heights is an Equal Opportunity Employer.