

# City of Windsor Heights

## PUBLIC SERVICES SEASONAL LABORER – SNOW PLOW DRIVER / EQUIPMENT OPERATOR

**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 October 19, 2015**

### **Summary Description:**

Under the general direction and supervision of the Director of Public Services, the Seasonal Snow Plow Driver / Equipment Operator is responsible for carrying out manual and semi-skilled seasonal snow plow and snow removal operations, including, the application of traction material. The position is responsible for the safe and effective operation and maintenance of the City's snow plow and removal equipment, including, but not limited to: skid steers, snow blowers, snow plow trucks, backhoe, front end loader and dump truck, etc. Work includes the general maintenance, and efficient snow removal / plow operations of the City streets, parks, buildings, designated sidewalks, and all other public lands and buildings, leased or owned by the City. 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 snow plow and snow removal operations.
- Ability to effectively communicate verbally.
- Able to be meticulous in the maintenance of vehicles and assigned equipment.
- Must develop thorough knowledge and understanding of safety rules and regulations and City policies.
- 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 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 and 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 snow plow and removal operations.
- Ability to 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 proficiently use and operate snow plow and snow removal equipment.
- Knowledge of traffic regulations.
- Ability to perform equipment checks and complete equipment checklists.

**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 snow plow and snow removal vehicles and equipment.
- 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, and other materials used in snow plow and snow removal operations.
- Effectively operate all snow plow and snow removal equipment and vehicles.
- Performs a variety of specialty skilled, skilled, semi-skilled and manual labor work in the maintenance, general operations and repair of City snow plow and removal operations.
- 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.

- Apply salt, sand, and/or brine annually for application to streets as needed and directed.
- Effectively and efficiently remove snow, ice and debris from streets and sidewalks as needed.
- Maintain grounds on all City property.
- 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.
- Must be available for on-call duties and emergency call-outs related to snow plow and snow removal 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.
- 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.
- Other duties as directed by the City Administrator or Director of Public Services that arise from a matter of policy or contemporary trends.

**Experience and Training:**

- Minimum of a HS Diploma or GED.
- One to three years of progressively responsible snow plow and snow removal related experience in public or private sector is preferred.
- Must possess a valid Iowa driver's license and Commercial Driver's License / CDL with air brake certification.

**Tools and Equipment Used:**

- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications
- Heavy road, excavation and snow plow / removal 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, maintenance of public works equipment, and snow plow and removal operations.

**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 / snow removal 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 50 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 occasionally 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, ice 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.

*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.