

## PUBLIC WORKS - GRADE 1

**Department:** Public Services Department  
**Union:** AFSCME - Local 3120

### GENERAL STATEMENT OF DUTIES:

Performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

### SUPERVISION RECEIVED:

Works under the immediate supervision of the DPS Superintendent, Water System Supervisor, Parks and Boulevard Supervisor, or DPS leader.

### SUPERVISION EXERCISED:

None.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Carries out all duties in conformance to appropriate safety and security standards.
- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, setting catch basins, main and pipe repair, laying sewer crocks, laying and back-filling, or other public works activities.
- Operates with skill, care, and safety motorized equipment, including: automobiles, pick-up trucks and attachments, tractors and attachments, front-end loaders, and other light equipment.
- Operates with skill, care, and safety power-driven or special equipment, including: salt spreaders, snow plows, tree sprayers, mowers, tar kettle and crack filling equipment, bituminous tank heaters, air compressors and auxiliary tools, concrete or asphalt mixers, earth augers or boring machine winch truck.
- Maintains, constructs, repairs, or removes streets, alleys, public ways, buildings, facilities, or other public property.
- Inspect commercial properties for compliance with sanitation ordinances and codes; issue violations for non-compliance.
- Cuts and mows grass; plants, cultivates, trims, sprays, transplants, waters and cares for trees, shrubs, plants, flowers and lawn.
- Loads dirt, leaves, stones, snow and other materials.
- Collects rubbish, ashes, and other refuse; sweeps and removes debris from streets, alleys and gutters.
- Assists in servicing equipment and making necessary minor repairs.
- Perform related work as required.

## **PERIPHERAL DUTIES**

May serve on various employee or other committees as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- A) Graduation from high school education or GED equivalent,
- B) S-4 certification,
- C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

- A) Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- B) Skill in operation of some of the listed tools and equipment.
- C) Ability to perform heavy manual tasks for extended periods of time, often under unfavorable weather conditions.
- D) Knowledge of municipal ordinances and codes.
- E) Ability to work safely.
- F) Ability to understand and carry out written and oral instructions, and to communicate effectively, verbally and in writing.
- G) Ability to establish and maintain effective working relationships with employees, other departments and the public.

## **SPECIAL REQUIREMENTS**

- 1. Valid State Driver's license,
- 2. written CDL certification,
- 3. CDL-certified on road test, or ability to obtain certification after City-provided test.

## **TOOLS AND EQUIPMENT USED**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

## **PHYSICAL DEMANDS**

The physical demands described here 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed 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.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Appointing Authority

Effective Date: