

City of Goodhue
Job Description

POSITION: Public Works Assistant
DEPARTMENT: Public Works
REPORTS TO: Public Works Director

PAY RANGE

\$16-\$18

PRE EMPLOYMENT – Drug Screening

SUMMARY

Performs skilled labor and maintenance work on City streets, storm sewers, sanitary sewers, water lines, buildings, equipment and parks.

ESSENTIAL FUNCTIONS OF THE POSITION

Maintains and repairs City streets including blacktop patching, curb and gutter repair, storm sewer catch basin repair; and sweeping and debris removal.

Cleans and unplugs storm and sanitary sewers, clean catch basins, and repair and replace sanitary and potable water lines, and conducts inflow and infiltration inspections.

Operates various types of equipment including tractor backhoe, dump trucks, snowplows, sanding equipment, pickup snowplows, sewer cleaning equipment and street sweepers.

Performs preventive maintenance and minor repairs on all City vehicles and equipment. Maintains records of maintenance and repair

Maintains and repairs City buildings and equipment including welding, cement work, carpentry, painting and plumbing.

Maintains and operates mowers, trimmers, chain saws and other miscellaneous hand tools.

Straightens, repairs and replaces street signs.

Installs and maintains playground equipment.

Installs, repairs and reads water meters.

Assists with flushing, painting, installing, repairing and winterizing fire hydrants.

Performs locations for Gopher State One Call.

Participates in a 24-hour, 7 day on-call rotation providing first response for emergencies that occur during unstaffed hours for the City of Goodhue and with the Goodhue Gas Commission.

Performs other duties as apparent or assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must be able and willing to pursue required licenses and training towards Class B Wastewater, Type 4 Biosolids, Class D Water Operator and Certified Pool Operator. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to respond to emergency and gas calls within 20 minutes.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and six months related experience in public works or vehicle maintenance or vocational training in automotive repair or equivalent.

LANGUAGE SKILLS

Ability to read and comprehend instructions, correspondence, maintenance and repair manuals, mechanical and electrical drawings, and memos. Ability to write simple correspondence. Ability to effectively communicate with supervisors, co-workers, city staff, consultants, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to calculate area for estimating materials for street patching.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of equipment and vehicle maintenance and repair including procedures, methods, and tools.

Working knowledge of street, water main and sewer line maintenance including methods, tools, and practices.

Considerable ability to operate various types of light and heavy equipment.

Ability to perform heavy manual labor.

Knowledge of safety policies and procedures.

Knowledge of water main and sewer line maps.

CERTIFICATES, LICENSES, REGISTRATIONS

Class B Drivers License with air brake endorsement within one year of hire.

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 stand; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee frequently is required to walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, 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, fumes or airborne particles, and toxic or caustic chemicals. The employee occasionally works in high, precarious places and is occasionally exposed to risk of electrical shock and vibration.

The noise level in the work environment is usually loud.