



City of Lucas – Job Description

Position

Position Title: Public Works Assistant Regular Part-Time
Position Code: 1
Department: Public Works
FLSA Status: Non-Exempt
Revised: February 4, 2019
Emergency Status: Emergency Essential

Leadership

Supervisor: This position receives guidance and supervision from the Public Works Supervisor with respect to general objectives in the majority of tasks and projects assigned.

Direct Reports: None

Position Purpose

This position performs physically demanding, difficult, and work relating to the construction and maintenance of typical municipal infrastructure and facilities: water, streets, drainage, and parks facilities.

Essential Functions

- Assists in maintaining turf areas and landscaping in the parks and ball fields, and other facilities within the city, which includes but not limited to weeds, fertilizes, waters, mows, and helps maintain flower beds.
- Must have the ability to clear and prune tree lines and right-of-way areas.
- Operates mowers, weed trimmers, a variety of hand tools, trucks and tractors.
- Performs minor maintenance and cleans public buildings and recreation area facilities.
- Assists with the installation and repair of underground irrigation systems.
- Strives to keep roadways and city right -of -way free of debris and litter.
- Assist in maintaining public facilities such as restrooms, picnic areas, sports fields, pavilions and playground areas by performing routine cleaning, trash removal, etc.
- Assist in making repairs to water lines.
- Assist with street maintenance activities such as repairing potholes, tec.
- Reports to supervisor all acts of vandalism or damage to buildings, grounds, and equipment.
- Performs related work as required.
- Punctuality and regular attendance are essential for this position.

Secondary Functions

- Perform as responsible steward of the public trust and strive for excellence in public service.
- Act in a civil, respectful manner at all times to citizens, co-workers, and others.
- Comply with all safety policies, practices, and procedures.
- Report all unsafe activities to Public Works Supervisor, Human Resources, and/or City Manager.
- Participate in proactive team efforts to achieve departmental and city goals.
- Perform other duties as assigned.

Capital and Fiscal Responsibility

- None

Credentials (minimum preferred)

❖ Knowledge/Skills/Abilities:

- Must have the ability to communicate orally and in writing.
- Ability to read and interpret procedures and regulations.
- Ability to effectively present information and respond to questions from co-workers.
- May assist in implementation of construction traffic control devices, safety rules and regulations for protection of employees and public.
- Ability to exercise good judgment to work safely, use equipment properly, and encourage others to use safety equipment.
- Knowledge of proper placement of others when working in trenches.
- Knowledge of all safety rules and regulations.
- Ability to achieve objectives of assignments and to operate within specific policy guidelines.
- May be asked to work overtime during emergencies, adverse weather, or any other occasion that threatens the health, safety, and welfare of the general public.
- Ability to perform repetitive tasks
- Ability to care for fields, grounds, playgrounds, etc.

❖ Formal Education/Certifications/Licenses

- Senior in high school or graduate.
- A valid Texas Driver License and an acceptable driving record.

❖ Prior Experience

General experience with tools listed below.

Tools and Equipment that may be used.

Personal computer, telephone, mobile radio, excavation equipment, air compressors, vacuum truck, inspection camera, jet machine, hand and power tools, hand saw, skill saw, chain saw, drill press, bolt cutters, pick axe, air compressor, jackhammer, cutting torch, various weight hammers, and other related equipment associated with manual labor. Some of these tools require you to be 18 years or older to operate.

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 an individual with disabilities to perform the essential functions. The employee will be required to use hands to finger, handle, feel, and operate objects, tools, and controls; and to reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus. No aspect of this position is considered light duty. Daily strenuous activities of a physical nature are requirements. Occasionally required to comfortably lift and carry objects weighing up to eighty (80) pounds, and frequently required to comfortably lift and carry objects weighing up to fifty (50) pounds.

While performing the duties of this job, the employee is frequently required to do the following for prolonged periods: standing, walking, reaching, talking, hearing, sitting, climbing, balancing, stooping, kneeling, crouching, and crawling.

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 an individual with disabilities to perform the essential functions. Work is NOT performed in an air-conditioned office environment, and the noise level associated with this work is usually high.

Work will take place outdoors with exposure to changing and extreme weather conditions such as rain, sun, wind, etc. and with exposure to outdoor temperatures possibly in excess of 100 degrees. This position performs physically demanding, and at times strenuous work.

Work may take place in poorly lighted, awkward, confined, and potentially hazardous areas; above ground level on ladders, rooftops, scaffolding, elevated water storage tanks, etc. Exposure to non-weather-related humidity or wet conditions, fumes, airborne particles, electric shock, vibration, and moving mechanical parts may take place on a regular and daily basis. The employee will be exposed to high speed vehicular traffic within a roadway.

Selection Guidelines

Formal application, rating of education and experience, oral interview and reference check, background check and pre-employment drug screening

Acknowledgement

This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties, and levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted, or changed at any time, and that discretion of the City Manager, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described.

Employee (print name): _____

Employee (signature): _____

Date: _____