

APPENDIX TO: Operations Specialist

DEPARTMENT: Public Works

REPORTS TO: Public Works Director



Additional Essential Job Functions

- Maintains and repairs streets, right-of-ways including patching, paving, replacing and removing curbs and sidewalks, joint and crack sealing, and debris removal.
- Participates in maintenance work such as pruning trees and brush, mowing, landscaping, snow plowing, ice control, chemical application and cleaning streets.
- Maintains, fabricates, repairs, and replaces street signs, posts and traffic control devices and inventories materials.
- Participates in the painting of pavement markings on roadways and parking lots.
- Performs installation and maintenance of traffic signal systems and fiber optic systems.
- Maintains work zone safety set up and traffic control functions.
- Performs the locating of city owned utilities to prevent damage of said utilities.
- Constructs, repairs, and cleans intakes, grates, storm sewers and other drainage facilities.
- Performs routine maintenance and minor repairs including welding, sandblasting, and painting on vehicles and equipment and makes necessary adjustments to ensure proper working order.
- Cleans tools and equipment after use and stores in appropriate locations.
- Occasionally attends approved division related seminars and workshops to improve technical knowledge and abilities and evaluate new techniques. Attends safety training seminars.
- May be required to assist as directed with other divisions' or other city departments' activities.
- Assist the public by listening to complaints, inquiries, and problems, and taking the appropriate actions necessary to correct them and advise a supervisor or the Administrator when necessary.
- Perform a variety of customer service duties including reading, repairing, and installing water meters. Delivering shutoff notices for nonpayment of water bill or during emergency water main operations.
- Perform maintenance and repair activities in the water distribution system including water main breaks, valves, hydrants, and related appurtenances.
- Take water samples for water quality testing.
- Assist other personnel as directed in the operation and maintenance of the collection system, equipment and other related appurtenances.
- Perform jetting/vacuum cleaning and CCTV inspection of the wastewater collection system.
- Perform jetting/vacuum cleaning and CCTV inspection of the stormwater collection system.
- Provides assistance and support in city emergencies.
 - Shall possess a valid Class A Commercial Driver License (CDL) with air brakes and any required endorsements and/or restriction removals issued by the State of Iowa, as required by the department, within six months of appointment.

Other Physical Requirements

- Must be able to lift and move items weighing up to 150 pounds with the assistance of another employee but without assistance of a portable hoist.
- Must be able to remove and replace manhole covers weighing up to 80 pounds with a lever.

- Must be able to climb into and out of 24 inch openings.
- Must be able to climb into or out of employer's equipment.
- Must be able to use tools weighing 30 pounds or more.

Other Equipment Essential to the Job

- Snow and Ice Control Equipment
- Combination Jet/Vacuum truck
- Street Sweeper
- Closed Circuit Televising (CCTV) sewer inspection truck
- Motor Grader
- 26" Concrete Pavement Saw
- Excavation Shoring Equipment
- Pavement Marking Unit
- Joint Sealing Trailer
- Pavement Breaker
- Rubber Track Excavator
- Skid Loader
- Fork Lift
- Scissor Lift
- Pothole Patching Trailer
- Mosquito Sprayer
- Tractor w/batwing mower and snow blower
- Sewer Cleaning Easement Machine
- GPS Equipment
- Variable Message Sign (VMS)
- Various Equipment Hauling Trailers