

CITY OF HUDSON
JOB DESCRIPTION
PUBLIC WORKS EMPLOYEE

REPORTS TO: Public Works Director

FLSA: Non-Exempt

FULL-TIME POSITION

REVISION DATE: 07/30/2019

Essential Functions:

1. Assists with mowing city property and maintenance of all city owned facilities and grounds including but not limited to trees, shrubs, ditches and city owned right of ways
2. Assists with maintenance of all streets, alleys, bridges, and sidewalks including snow removal, and maintaining operations, including repair and replacement not to exclude traffic signs and markings
3. Assists with public improvements, including necessary certificates and licenses required for effective city operations deemed necessary by the Public Works Director
4. Assist with proper maintenance and repair of all city equipment
5. Attends classes, seminars and workshops as necessary to maintain certifications/licenses or as directed by the Working Public Works Director **NOTE:** Employee must commit to 4 years with the City after receipt of a paid license by the City
6. Ability to establish effective working relationships with co-workers, supervisors, council, mayor, contractors, engineers, and the public
7. Maintains accurate and timely time cards per City policy
8. Responds to work orders and city complaints within City policy expectations.
9. Other duties as assigned by the Public Works Director

Knowledge and Skills:

- Reading, writing, math skills
- OSHA rules and regulations
- Basic computer skills
- Identification of maintenance needs and procedures
- CDL certification with ability to operate all City Equipment

Preference:

- High School Diploma or General Equivalency Diploma (G.E.D.)
- Two (2) years of experience in construction, heavy equipment operation, or electrical/mechanical work
- Class B, Commercial Driver's License, Safety Training, CPR and First Aid, Blood borne Pathogens. Be able to obtain a Class A Commercial Driver's License within ninety (90) days of hire.
- Mosquito Spraying license within 18 months of hire date

- Water I and Wastewater I license within 12 months of hire date

Physical Requirements:

- Typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pulling, lifting, grasping, feeling, hearing, and seeing.
- May be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, and intense noises
- Heavy work: exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects
- Environmental Conditions: This position will be subjected to varying weather patterns to include rain, hail, snow, sleet, freezing rain, heavy wind, etc.

Direct Reports:

None

Disclaimer:

Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.