Position Title: Public Works	**Department:** Public Works
Reports to: Mayor, Council and City Clerk	**Supervises:** None
FLSA Status: Full time, Non-exempt	**Dates Revised: 02/26**

Position Summary

- Operates motorized equipment and constructs public works projects and other City property; handles and operates a variety of hand and power tools and equipment; performs routine duties related to the care and maintenance of City property, including buildings, streets, and parks.
- Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations.

Essential Duties and Responsibilities

- Operates heavy, complex motorized equipment including, tractor, dump truck, power riding mower, trimmer/edger, chainsaw, snow removal equipment and other City property.
- Responsible for snow plowing of city streets.
- Performs all maintenance, cleaning, and repair functions necessary to maintain city parks, city hall and other municipal buildings.
- Maintain and repair playground equipment.
- Performs manual labor related to construction, maintenance, and repair of City streets.
- Performs routine service and maintenance on assigned equipment including greasing, washing, and waxing.
- Assists in Water and Wastewater Department as needed.
- Perform errands for clerk's office.
- Completes daily, weekly, and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures.
- Ability to be on call for emergency situations.
- Responds to all communications by residents or Employer's agents or employees within three (3) business days of contact.
- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Enforces a variety of codes, including International Building Code, Uniform Mechanical Code, International Fire Code, Uniform Housing Code, Uniform Abatement of Dangerous Buildings Code, and local codes such as nuisance, clearing, grading, filling, and zoning, etc.
- Issues correction notices and citations.
- Responds to complaints of potential code violations relating to signing, building occupancy, hazardous sidewalks, housing conditions, construction, land use, zoning, or other code-related matters, including violations of the City's Property Maintenance Ordinance.
- Assists in obtaining, enhancing, preparing, or presenting exhibits or other evidence in court as required.
- Works with City Attorney to assure actions taken are legally compliant
- Regular and punctual attendance.
- Other duties as assigned by City Council and Mayor.

Organizational Responsibilities

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization.
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state, and federal regulations as they relate to each job.
- Completes all required safety trainings/classes in a timely manner.

Requirements

- Must live within 10 minutes of Elk Run Heights

Knowledge, Skills, and Abilities

- Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner.
- Must be able to communicate effectively using both written and oral methods.
- Knowledge of the safe operation of hand and power tools used in road maintenance activities.
- Skill in the safe operation of dump trucks and other heavy equipment, or the ability to learn and become proficient in the operation of dump trucks and other equipment used in public works.
- Must possess and maintain a valid Iowa Driver's License, a Class B CDL, and a driving record that is insurable under the City's insurance policy.

Education and Experience

- Must possess a High School Diploma or equivalent.
- Must have a minimum of one year of job-related experience including driving/operating snow removal equipment.
- Must be able complete any educational courses needed to fulfill requirements of the position, including obtaining any necessary certifications.

Physical, Mental, and Visual Effort

- The reasoning demands in this job are most characterized by following oral or diagrammatic instructions, dealing with several variables.
- The language demands in this job are most characterized by reading instructions, speaking clearly and distinctly, with appropriate pauses and pronunciation.
- The mathematical demands in this job are most characterized by using simple addition and subtraction.
- Regularly required to lift, carry, push, pull, turn, stoop, kneel, crouch, reach, handle, finger, twist, grasp, throw, stand, walk, sit, speak, see, hear, smell, taste and touch.
- Occasionally required to climb and/or crawl.
- Frequently required to drive/operate power riding mower, trimmer/edger snow removal equipment and variety of manual and power hand tools.
- Must be able to exert twenty (20) to fifty (50) pounds of force occasionally; and/or ten (10) to twenty-five (25) pounds of force frequently; and/or greater than negligible up to ten (10) pounds of force on a regular basis to lift, carry, push, pull, or otherwise move objects, including the human body.
- When performing manual labor, the job can be rated heavy work. Must be able to exert fifty (50) to 100 pounds of force occasionally; and/or twenty-five (25) to fifty (50) pounds of force frequently; and/or ten (10) to twenty (20) pounds of force on a regular basis to move objects.
- Must have physical ability to carry and set up ladders and other equipment; and lift over 50 pounds.
- Regularly communicates with others through speaking and listening.
- Requires close vision and the ability to adjust focus; also requires some distant vision.
- Requires ability to spend time driving from site to site and getting in and out of vehicle.
- Must be able to make access into, under, and around structures by crawling in confined spaces, climbing, navigating difficult terrain, and stooping for prolonged periods as necessary to conduct a thorough inspection.
- Must be able to make visual inspections in structures that are dimly lit and to visually inspect a structure in various stages of completion.
- Must have hearing ability sufficient, for example, to monitor radio and to hear safety warnings on a building site.
- Possibly expected to attend Council, Planning and Zoning, and Board of Adjustment meetings.

Working Conditions

- Work is performed both indoors and outdoors. On occasion, candidate may be outdoors for extended periods of time in all kinds of weather conditions.
- Frequently required to work outside with exposure to heat, cold, sudden temperature change, snow, ice, wetness, dust, dirt, odors, and noise. Protective equipment such as high visibility apparel, hard-hat, safety glasses, ear plugs, and steel-toed shoes are worn.
- Regular exposure to hazards including vibration, machinery; high noise levels; moving objects; and occasional exposure to hazards including burns, explosives, chemicals.

Disclaimer

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working

conditions. The company reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. Except for employees covered by Civil Service and/or a collective bargaining agreement, City of Elk Run Heights employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of Elk Run Heights is to be considered "at-will".

Employee Acknowledgement

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements, and working conditions. I also understand that this is not necessarily an exhaustive list of duties, responsibilities, requirements, and working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, I understand that the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand that I may be required to work overtime, as well as different shifts or hours outside the normally defined workday or workweek.

Employee's Signature: _____ Date: _____

Mayor: _____ Date: _____