

Streets Maintenance/Laborer



DATE: 8/19/2022

CLASSIFICATION: Non-Exempt

DEPARTMENT: Public Works

JOB DESCRIPTION:

Summary/Objective

Under the guidance of our Public Works Director, maintain public facilities and infrastructure including ground and tree maintenance, streets and curbs, equipment maintenance, test and monitor all water and wastewater systems for quality and proper operation, and maintain City-owned property as required,

ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary Responsibilities

Municipal Facility & Equipment Maintenance –

- Repair and maintain the facilities and equipment; cut grass, regularly clean restrooms and spray for weeds when needed.
- Perform minor maintenance on all City buildings as required and maintain grounds.
- Weekly yard waste collection and annual leaf pick up.
- General services, maintenance, minor repair, and operating of equipment where skill is needed; i.e. industrial tractor, pumps, etc.
- Become familiar with all operating manuals for all City equipment and follow all of the listed proper operating procedures to preserve the life of the equipment.

Municipal Street System –

- Coordinate all maintenance activities on City streets, sidewalks and curbs such as grading, construction, repair or reconstruction.
- Clean and repair storm sewers and catch basins.
- Cut and spray weeds along City roadways.
- Remove snow, ice and debris from streets and sidewalks as needed.
- Maintain the City owned trees including planting, watering, fertilizing, trimming, removals or working with contractors on any of the aforementioned requirements.
- Maintain the yard waste collection area.
- Inspect storm water intakes, piping, culverts and other associated infrastructure.
- Make recommendations of repairs or replacements to the Public Works Director.
- Operate street sweeper, paint road markings, concrete work, and assist in filling potholes.

Miscellaneous:

- Perform minor maintenance on all city-related buildings as required.

- Dispose of dead animals and other disposable items as needed.
- Arrange for locates of underground utilities prior to excavating projects and locate utilities as requested by Iowa One Call.
- Assist with putting up and maintain City decorations at appropriate times.
- Assist with Hoover's Hometown Days celebration or other town events.

Discretionary Tasks: These tasks are not part of the normal daily requirements of this position but can be assigned to the position as the need arises as determined by the Public Works Director.

Municipal Sewer System –

- Follows all directives from the USEPA and IDNR per the NPDES Permit
- Monitors motors, blowers, pumps, filters, chemical feeders and other equipment associated with the sewer treatment system.
- Repairs leaks, malfunctions and other plant related issues in a timely fashion.
- Read total system flow meter to determine daily flow in gallons or cubic feet; report results to proper authorities.
- Test water for all required parameters per the NPDES Permit.
- Inspect manholes yearly per maintenance schedule. Clean any manhole or line that has obvious blockages that could lead to service issues.
- Attend training sessions to acquire and/or maintain Iowa Department of Natural Resources water and wastewater certifications.

Municipal Water System –

- Read private water meters as necessary, hang notices and shut-off notices, shut off water to properties as necessary; repair and/or replace water meters as required.
- Install meters, wiring and radio read equipment on new construction working with the contractors to assure the appropriate timing
- Clean valve boxes yearly prior to hydrant flushing to ensure access and operation.
- Flush all fire hydrants on a yearly basis (or as operationally feasible) and repair or replace as needed.
- Maintain access to all fire hydrants including removal of snow accumulations, grass, weeds or other impediments to direct access.

QUALIFICATIONS (POSITION REQUIREMENTS AT ENTRY):

- Education – High school diploma.
- Licenses and Certifications – Must have or obtain within four years of hire Grade I Water Treatment, Water Distribution, and Wastewater Certifications from the Iowa Department of Natural Resources and maintain CEU requirements and ideally have or obtain within six years of hire Grade II certifications in Water Treatment, Water Distribution and Wastewater.
- Pesticide certification or the ability to acquire certification within 12 months of hire.
- A valid driver's license, good driving record, and ability to acquire a CDL license within twelve (12) months. Must participate in and be able to pass a drug and alcohol screening program as part of the CDL requirements.
- Must be insurable.

- Knowledge of proper safety procedures related to equipment, grounds and building maintenance.

EQUIPMENT USED

Truck and attachments, tractor, mower, electrical welding equipment, combustible gas meter, pumps, drill press, saws, grinder, ladder, generator, chains, extension cords, measuring equipment, jackhammer, sledgehammer, pick-axe, winch, hoses, oils, concrete and asphalt tools, hydraulic tools, traffic control equipment, hand-held computer used for reading meters and generating reports, general purpose maintenance equipment, general purpose hand tools, propane torch, safety equipment, protective clothing, pH meter, ion-sensitive electrodes, water distillation equipment, titration equipment, flow finder, register testing equipment, vacuum filtration equipment, glassware, hazardous chemicals and materials.

ON CALL EXPECTATIONS

Wear a City supplied cellular telephone with you at all times, unless you have been informed and approved of your unavailability in advance. A response time of thirty (30) minutes is required in the event of a City emergency requiring maintenance personnel.

The individual shall be on-call twenty-four (24) hours a day during snow and extreme weather events. On average and depending on labor available, two hours on Saturday and Sunday are expected once a month. On occasion employment conditions are such that this individual may have to work more than forty (40) hours a week or more than eight (8) hours a day. Hours and days of work shall be as determined by the Public Works Director.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL WORK CONDITIONS:

Physical Requirements – Generally medium work requiring the exertion of up to fifty (50) pounds of force occasionally, up to twenty-five (25) pounds of force often, and up to ten (10) pounds of force constantly to move objects. Required Physical Activities: Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Grasping, Talking, Hearing.

The work is performed under all conditions which may include exposure to awkward or confining work space, extreme heat and cold, darkness, poor lighting, dirt/dust, fumes/odors, wetness/humidity, isolation, moving machinery, noise, vibrations, visual strain, unprotected height, working on uneven ground, mechanical hazards, electrical hazards, traffic hazards, fire hazards, and bodily discomfort. The work may expose the employee to significant work pace pressure, and irregular work hours.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This individual shall be considered a probationary employee for a period of 6 months.