

## City of Elysian

### POSITION DESCRIPTION

POSITION TITLE: PUBLIC WORKS WORKER (PART-TIME)

DEPARTMENT: PUBLIC WORKS

SUPERVISOR: PUBLIC WORKS DIRECTOR

SUPERVISES: NONE

CLASSIFICATION: PART-TIME, NON-UNION, NON-EXEMPT

---

### OVERVIEW OF POSITION

Under the direct supervision of the Public Works Director, the Public Works Worker position is responsible to perform a wide variety of tasks associated with the construction and maintenance of City buildings, facilities, sewer system, water system, streets, and other public rights-of-way.

### ESSENTIAL JOB FUNCTIONS

- Provides maintenance and upkeep to city property. Maintains the appearance of city streets, storm sewers, park buildings, park grounds, picnic areas and trails. Assists in keeping accurate records for the department. Assists in regular maintenance and repair of city park and street equipment.
- Provides technical support services to the city. Provides technical assistance during inclement weather conditions, makes emergency repairs as needed, and investigates trouble calls. Assists other departments as needed.
- Operates trucks and tractors as requested and hauls equipment.
- Assisting refuse and recycling activities involving refuse/recycling pick up.
- Complies with appropriate local, state, and federal safety rules, regulations and statutes.
- Performs physical demands and work environment requirements for this position.
- Attends during regularly scheduled work hours and outside regular hours as necessary.
- Communicates and interacts effectively and respectfully with other employees, supervisors, individuals from other organizations, and citizen customers.

### ADDITIONAL FUNCTIONS OF THE JOB

- Performs related duties as assigned or apparent.

### EQUIPMENT USED

This position will be located in the City of Elysian Public Works Department. Uses equipment including: telephone, adding machine, computer, welder, power tools, hand tools, power drills, air tools, weed whips, power pruners, communication radios, chop saws, chain saws, skill saws, jig saws, band saws, hedge trimmers, power washers, jack hammers, weed sprayers, 3pt drags, 3pt mowers, 2 ton hoists, strippers, jib cranes, floor jacks, snow blowers, shovels, rakes, pay loader, backhoe, sweeper, dump truck, riding lawn mower, skid loader, roller, motor grater, and small tractor to perform required functions.

This position **does** require the operation of an automobile.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Skilled in the operations of hand and power tools and equipment.
- Ability to monitor safety conditions and to recognize unsafe situations and OSHA regulations so corrective action may be taken.
- Ability to understand and carry out written and oral instructions.
- Ability to make moderately complex mathematical calculations.
- Ability to communicate effectively with the general public, supervisor, clients, contractors, and city personnel.
- Ability to work independently with minimum supervision, exercise good judgment, and employ good time management skills.
- Ability to respond to emergencies after normal working hours.

### **MINIMUM QUALIFICATIONS**

Possession of High School diploma or GED.

### **CONDITIONS OF EMPLOYMENT**

Must comply with organizational and departmental policies.

### **WORKS SCHEDULE**

The typical work hours for this position are 8:00 a.m. through 4:30 p.m., Monday-Friday. Evening and additional hours will be required.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

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 individuals with disabilities to perform the essential functions.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside and outside and be exposed to extreme hot and cold; wetness or humidity; noise; vibrations, mechanical and electrical equipment; fumes/odors; dirt/dust; and poor ventilation. Activities that will occur continuously, more than 7 hours, are: standing; walking; stooping; kneeling; crouching; reaching; twisting; handling; fingering; feeling; talking; hearing; seeing with near and far vision, color vision and field of vision; smelling; and carrying and lifting up to 70 pounds. Activities that occur occasionally, 1 to 3 hours, are: crawling; and lifting and carrying over 70 pounds. Activities that occur infrequently, up to 60 minutes, are: sitting and climbing. This position will require the ability to drive an automobile.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.