

# City of Willard, Missouri Job Description

## Public Works Maintenance: Public Works Department

### **General Purpose of Position**

Provides maintenance of city property and performs utility reading functions

### **Major Duties and Responsibilities**

#### **Maintains City streets, greenways, trails, and rights-of-way**

- Determines a mowing schedule for all areas
- Mows areas with tractor or by hand as scheduled
- Brush hogs areas as needed
- Operates a weed eater along paths and trails as scheduled
- Provides light maintenance of equipment as necessary
- Sprays insecticide and weed killers
- Plants trees as requested or as needed
- Mulches trees
- Waters landscaping as required
- Performs landscaping as requested
- Picks up and disposes of trash

#### **Reads the city utility meters**

- Performs meter reader activities and work assignments
- Takes monthly readings for residential, commercials and city meters
- Walks assigned routes, operating hand held encoders
- Performs meters rereads
- Deals with residents and animals en route as needed
- Adds and removes services for moving residents and businesses
- Installs new meters
- Reconnects service
- Completes all necessary paperwork associated with replacements or repairs
- Remove meters and determines if they need to be replaced or repaired

#### **Assists with other Public Works functions as needed**

- Installs new lines
- Mans recycling center
- Performs maintenance for main breaks
- Assists with snow removal
- Operates pump at lift station

#### **Performs other duties as directed**

### **Job Context**

Status	Full-time
FLSA Status	Exempt
Department	Public Works

Immediate Supervisor(s)	Public Works Director
Frequency of Supervision	Once or twice weekly; more often during winter
Number of Supervised Employees	None
Type of Work Schedule	Regular hours, year-round
Frequency of Overtime	Occasionally, for snow removal and emergencies
Frequency of Night Work	Occasionally, for snow removal and emergencies
Shift Position	Not Applicable
On Call Status	Always
Percentage of Work Indoors	10%
Percentage of Work Outdoors	90%, in all types of weather conditions
Types of Accountabilities	Monetary, Safety, Legal
Exposure to Chemicals / Hazardous Materials	On a regular basis
Applicable Chemicals / Hazardous Materials*	Cleaning supplies, muratic acids, pool chemicals, insecticides, herbicides, marble dust, gasoline, oil, vehicle exhaust, flood water, human waste
Average Stress Level	Below average, varies with activities
Physical Work Associated With This Position**	Lifting, climbing, raking, shoveling, bending, walk for long periods of time, carrying equipment, pulling and pushing

*\*Exposure to chemicals / hazardous materials may not be limited to this list.*

*\*\*These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.*

## **Education and Experience**

The person in this position must have a high school diploma or its equivalent. At least two years of experience in landscaping, public works or a related field is required. An equivalent combination of education and experience will be considered.

## **Licenses and Certifications**

A valid Missouri driver's license is required; a commercial license and specific chemical certifications are preferred.

## **Knowledge, Skills and Abilities**

### **Knowledge**

- Basic plumbing principles
- Purchasing procedures
- Water tower, lift station and pump station operations
- Principles of public works operations
- Safety recognition
- Operation of heavy equipment
- Procedures to maintain vehicles and equipment
- Procedures related to utility meter reading
- Meter repair and maintenance
- Layout of city streets
- General equipment operation

- Basic understanding of hand tools and small machinery
- Minor mechanical repairs on the truck and other machinery
- Basic measurement principles
- Basic construction methods and practices
- General maintenance practices
- Proper grammar and the use of English in speaking and writing
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

### **Skills and Abilities**

- Usage of power tools or small machinery
- Apply basic plumbing principles
- Basic construction skills as they apply to water and sewer maintenance
- Capable for walking for long periods of time over lengthy distances
- Ability to make judgments concerning meter repair
- Heavy equipment operating skills
- Good defensive driving skills
- Understand flow of traffic
- Leadership skills
- Ability to follow orders
- Use tools and small machinery
- Operate and maintain light equipment
- Spatial skills
- Good physical strength
- Install signs accurately and properly for water and sewer maintenance
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and city policies and procedures
- Prioritize daily work flow
- Work as a team member with other employees
- Meet specified or required deadlines
- Communicate effectively with other City employees, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Follow City and departmental policies and procedures