

City of Willard, Missouri Job Description

Utility Maintenance: Public Works Department

General Purpose of Position

Completes maintenance of public facilities and works on capital projects as assigned

Major Duties and Responsibilities

Maintains City vehicles and equipment

- Keeps record of mileage for vehicles and equipment
- Maintains appropriate logs, including hours used, and maintenance reports for all equipment
- Schedules regular maintenance for equipment
- Calls departments to remind of maintenance/equipment concerns when needed
- Performs needed maintenance such as oil changes, checks tires, lights, and general engine maintenance
- Repairs vehicles and equipment when needed
- Determines if vehicles or equipment need to go to outside contractor

Maintains City streets and rights-of-way

- Completes patchwork and crack sealing as needed
- Fills potholes using appropriate materials
- Prepares roads and curbs for paving
- Back-fills curbs upon completion of work
- Repairs concrete curbs and sidewalks as needed
- Assists with snow plowing and removal
- Replaces signs as needed
- Keeps signs and intersections clear of limbs and grass
- Mows grass and trims weeds along city streets and in medians
- Removes trash as necessary

Maintains pump and lift stations

- Addresses problems that arise
- Checks lift station daily
- Reads meters on generators to determine performance
- Disassembles, repairs, and maintains pumps that are problematic

Maintains all water and sewer lines

- Maintains, flushes and replaces lines, hydrants and valves as needed
- Replaces or repairs leaky pipes
- Cleans and maintains manholes
- Restores landscaping after completion
- Tests water pressure

Performs other duties as directed

Job Context

Status	Full-time
FLSA Status	Non-Exempt
Department	Public Works

Immediate Supervisor(s)	Director of Public Works
Frequency of Supervision	Daily
Number of Supervised Employees	None
Type of Work Schedule	Mostly regular hours, year-round- some flexibility required
Frequency of Overtime	Occasionally
Frequency of Night Work	Occasionally
Shift Position	Not Applicable
On Call Status	Always
Percentage of Work Indoors	25%
Percentage of Work Outdoors	75%, in all types of weather conditions
Types of Accountabilities	Safety, Legal
Exposure to Chemicals / Hazardous Materials	Occasionally
Applicable Chemicals / Hazardous Materials*	Raw sewage, household hazardous wastes, cleaning supplies, acids, other chemicals, insecticides, herbicides, gasoline, oil, vehicle exhaust, asphalt, dust, flood water, mace, blood and other animal fluids
Average Stress Level	Average, varies with activities
Physical Work Associated With This Position**	Working in confined spaces, lifting, climbing, raking, shoveling, bending, walk for long periods of time, carrying equipment or animals, pulling and pushing, chasing animals in vehicle or on foot, climbing, bending, subduing animals

**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. An equivalent combination of education and experience will be considered.

Licenses and Certifications

A valid Missouri driver's license is required.

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
- Street repair as it pertains to water and sewer issues
- Operation of heavy equipment
- Procedures to maintain vehicles and equipment
- Proper use of road material as it pertains to water and sewer issues

- 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
- Electrical operations of the well houses
- Basic construction skills as they apply to water and sewer maintenance
- Supervisory ability
- 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