

**CITY OF PHILIP, SOUTH DAKOTA
JOB DESCRIPTION**

JOB TITLE: Public Works Maintenance
DEPARTMENT: Public Works/Water/Sewer
FLSA STATUS: Non-Exempt
REPORTS TO: Public Works Director & City Administrator
IMMEDIATE SUPERVISOR: Public Works Director

JOB SUMMARY: Perform semi-skilled duties including a variety of City maintenance, construction, repairs, and other public services as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

- (1) Perform maintenance activities necessary for the care of City owned buildings and properties, streets, streetlights, storm sewer, airport, rubble site, swimming pool, parks, water and sewer system, etc.
- (2) Operate City equipment and perform routine inspections, cleaning, and maintenance of equipment. Refer any defects or needed repairs to Public Works Director.
- (3) Assist in the repair and maintenance of the City streets and property. This includes, but is not limited to the following: snow removal, sanding, chip sealing, patching, sweeping, grading, mowing, spraying, etc.
- (4) Assist in the installation and maintenance of street lighting and traffic control devices.
- (5) Assist in the maintenance of the City lagoons in accordance with the SD Department of Environment and Natural Resources regulations including, but not limited to the following: monitoring, sampling, discharging, reporting, spraying, etc.
- (6) Assist in the maintenance of the City's sewer system including, but not limited to the following: sewer mains, manholes, lift stations, cleaning and televising, excavations, new installations, repairs, etc.
- (7) Assist in the maintenance of the City's storm sewer system.
- (8) Assist in the maintenance of the City's water system including, but not limited to the following: water mains, water lines, curb stops, water meters, fire hydrants, excavations, new installations, repairs, etc.
- (9) Locate water and/or sewer lines prior to any excavations as requested.
- (10) Assist in the maintenance of the airport facilities including, but not limited to the following: cleaning and stocking lounge area, mowing runway and around buildings, snow removal, fuel system testing and reporting, etc.
- (11) Assist in operating and maintaining the rubble site in accordance with the permit regulations established by SD Dept. of Environment and Natural Resources. This includes, but is not limited to the following: inspect loads, ensure tickets are completed and submitted to the Finance Office in a timely manner, clean areas, separate and/or refuse items, compile reports, etc.
- (12) Assist with maintaining the swimming pool including. This includes, but is not limited to the following: preparation, monitoring chemical levels, ordering chemicals, winterizing the facility, etc.
- (13) Assist in the maintenance of records, policies, procedures and inventories of the street and sewer departments.
- (14) Perform all duties in conformance to appropriate safety and security standards.

ADDITIONAL FUNCTIONS OF THE JOB:

- (1) Rotate "On Call" as outlined in the Personnel Policy Handbook to handle emergencies and check systems (lift station, pool, etc.) as well as work the rubble site as scheduled.
- (2) Maintain confidentiality regarding all non-disclosed City issues.
- (3) Occasional travel to applicable seminars and trainings.
- (4) Assist with covering the finance office when staff are absent.
- (5) Performs other such duties and functions as assigned, necessary or incidental to the proper performance of this position.
- (6) Report to the Public Works Maintenance I or Public Works Director any information pertinent to the operation of the city.

REQUIRED KNOWLEDGE AND ABILITIES:

- (1) Knowledge of the methods and practices involved in construction, operation, maintenance and repair of streets, water, and sewer systems.
- (2) Skill in the operation and maintenance of motorized construction equipment.
- (3) Skill and the ability to carry out assigned tasks without close supervision—work independently as well as in a team environment.
- (4) Must be able to perform physical and heavy manual work (ability to lift 50 lbs.) for extended periods of time.
- (5) Knowledge of hazards and safety precautions including the rules of safe operation and precautions to be taken when operating motorized equipment and relevant traffic laws.
- (6) Knowledge of the standard practices of tools, methods, and materials used in general maintenance and construction activities.
- (7) Ability to perform heavy manual tasks under varying weather conditions; and ability to drive and operate a variety of equipment under varying conditions.
- (8) Ability to understand and follow oral and written instructions.
- (9) Ability to maintain records and prepare reports.
- (10) Ability to make basic mathematical calculations.
- (11) Ability to handle stressful situations and work under pressure and/or frequent interruptions.
- (12) Possess good communication skills and deal tactfully with personnel, supervisors, and general public.
- (13) Skill in operating the listed tools and equipment.
- (14) Working knowledge of the laws, ordinances, regulations, and policies governing operations of the City.
- (15) Occasional travel will be required to applicable seminars, conferences, and trainings.

MINIMUM QUALIFICATIONS:

- (1) High School Diploma or GED Equivalent.
- (2) Must be 18 years of age.
- (3) Must have a valid South Dakota driver's license. A Commercial Driver's License (CDL) is encouraged.
- (4) Experience relating to construction, repair and maintenance of streets, water, sewer, and storm drainage systems including the operation of related maintenance equipment and the use of medium and heavy equipment.
- (5) Must possess or be able to obtain the following certifications:
 - a) Class I Water Distribution within two (2) years of hire;
 - b) Class I Wastewater Collection within two (2) years of hire;
 - c) Class I Wastewater Treatment or Stabilization Pond within two (2) years of hire; and,

- d) Commercial Pesticide Applicator License in Categories (G), (9) and (7) within two (2) years of hire.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment including, but not limited to the following: dump trucks, pickup trucks, utility trucks, street sweeper, motor grader, loader, skid loader, sewer jet vac, jack hammer, sander, snow blower, riding and push lawn mowers, weed cutters, trimmers, spraying equipment, tamper, saws, pumps, compressors, sanders, generators, hand and power tools, etc.

PHYSICAL DEMANDS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is frequently required to sit and talk or listen. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to stand and talk or hear. The employee is required to walk, sit, climb or balance, stoop, kneel, crouch or crawl, and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electronic shock. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

The job functions listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer at the needs of the employer and requirements of the job change.

Employee Acknowledgement:

I have read this position description and will do my best to effectively perform the functions and responsibilities required.

Print Name: _____

Signature: _____

Date: _____