

CITY OF VAN METER

TITLE: PUBLIC WORKS LABORER

DEPARTMENTS: Public Works (Water, Wastewater, Streets, Parks, Building, Facility Management)

AVAILABILITY: 40 hours (Monday – Friday) with some weekend availability

CLASSIFICATION: Non-Exempt (Hourly), Benefit eligible with +32 hours/week

PAY RANGE: \$22-\$24.00/hour plus employer paid benefits (Insurance: Medical, Dental, Vision, Life, AD&D, and Short-Term Disability)

JOB FUNCTIONS: Responsible to maintain City streets, property, and equipment and assist as needed with water and sewer functions.

JOB RESPONSIBILITIES:

Streets:

1. Participate in all maintenance activities on City streets, sidewalks and curbs such as grading, construction, repair or reconstruction.
2. Inspect sidewalks to ensure code compliance; maintain City sidewalks as required.
3. Maintain all City signs, signals, paint crosswalks and parking markings.
4. Maintain, clean and repair storm sewers and catch basins as needed.
5. Spray weeds along roadways and City maintained sidewalks when needed.
6. Remove snow, ice and debris from streets and sidewalks as needed.
7. Maintain, hang, remove, and store (or arrange for such) pole banners and holiday street decorations
8. Maintain street maps and GIS information.

Grounds:

1. Maintain grounds on all City property (empty trash, sweep floors, etc.)
2. Maintain the maintenance shop buildings (clean, inspect, report issues, etc.).
3. Report needed maintenance on city property structures as needed.
4. Trim and/or remove (or arrange for such) trees on City property as needed.
5. Inspect park playground equipment and repair or replace (or arrange for such) as needed.
6. Spray weeds (or arrange for such) when needed.
7. Trim, mow, and rake leaves.
8. Maintain (or arrange for such) all city property structures as needed.
9. Maintain retention basins.
10. Maintain City trails as needed.

Equipment:

1. Operate all City equipment on appropriate applications as needed.
2. Perform (or arrange for such) general maintenance and repair work on all City equipment as needed. Maintain accurate equipment records.
3. Arrange for the rental of equipment as needed.

Building Department:

1. Assist with building department tasks as needed.
2. Assist the Public Works Director and Police Department with City Code Enforcement (not building permits/inspections)

Water:

1. Assist water system operators with tasks as needed, with growing responsibilities to work towards certification.
2. Assist with testing of water for chlorine, fluoride, and nitrate levels as required by permit; Assist maintaining records of chlorine, fluoride and nitrate usage.
3. Assist performing necessary functions for the City water system on holidays and weekends on a rotating basis with other qualified public works employees.
4. Post required notices and shut off water to property as needed.
5. Install or replace water meters and remote reading equipment as needed.
6. Operate the remote water meter system to capture the monthly meter readings for the entire City and capture specific address readings as needed during the month.
7. Assist with draining the water tower for inspection and/or painting as needed.
8. Flush fire hydrants on semi-annual basis and repair or replace as needed.
9. Complete back washing.
10. Flow test/pressure test fire hydrants on an annual basis.
11. Assist to locate repair, and/or replacement of water mains and service lines as needed.
12. Assist to maintain water maps and GIS system information.
13. Service and clean water utility pickup as needed.

Waste Water:

1. Assist sewer system operators with tasks as needed, with growing responsibilities to work towards certification.
2. Assist with the operation and maintenance of the waste water treatment plant and system.
3. Assist performing necessary functions for the City waste water system on holidays and weekends on a rotating basis with other qualified public works employees.
4. Assist taking and submitting sewer samples for testing as required by permit.
5. Assist inspecting lift stations as necessary; check flowchart and record usage.
6. Assist to locate, repair, and/or replacement of sewer mains and manholes as needed.
7. Assist to maintain sewer maps and GIS system information.
8. Spray weeds when needed.
9. Assist water/sewer operators with tasks as needed, with growing responsibilities once certifications are received.

Miscellaneous:

1. Keep an accurate time card and submit it with a weekly spreadsheet showing areas of work during the previous week on the first business day of each week to the city

- clerk's office. Any combination of hours over 40 hours per week are to be pre-approved by your supervisor, unless it is an emergency situation.
2. Notify your supervisor directly if you find it necessary to leave work early.
 3. Notify your supervisor directly if you are unable to be present for work or unexpectedly detained. Upon your return, report directly to your supervisor.
 4. Respond to emergencies and situations that cannot wait for a response during regular business hours to ensure the operation of all City functions or preserve private property. This may involve answering your city cell phone during non-regularly scheduled work hours.
 5. Dispose of dead animals and other disposable items as needed from city property.
 6. Arrange for locates of underground utilities prior to excavating projects and locate utilities as requested by Iowa One Call.
 7. Report to the City of Van Meter Police Departments on any vehicles parked illegally on city property.
 8. Order parts and supplies for operations, projects, and equipment as needed.
 9. Give input to your supervisor on planned projects and needs to be included in the annual task listing or for budget planning.
 10. Be aware of all city policies as listed in the City of Van Meter's Personnel Policy Manual or as may be updated. This manual will be updated as needed. All updates become effective once adopted by the Van Meter City Council.
 11. All other duties as may be needed or assigned.

CONTACTS: This position makes frequent contact with City Clerk and Deputy City Clerk to exchange and interpret information. Also makes frequent contact with Mayor to exchange and interpret information and persuade to different points of view. Also makes frequent contact with the other public works employees to observe and direct work, exchange and interpret information, and persuade to different points of view. Contacts with residents are significant and regular and usually involve the exchange and conveyance of information. Contacts made with persons outside the City are infrequent and are usually with vendors and/or contractors and involve the exchange and interpretation of information regarding City projects or supplies/equipment purchases.

EQUIPMENT USED: Backhoe, tractor loader, trucks, street sweeper, mowing equipment, various hand and power tools, shoring and other equipment needed to perform duties. Most power equipment requires specific operational and maintenance training; perform minor maintenance activities on most power equipment as needed.

QUALIFICATIONS:

- A. Education – High School Graduate or equivalent required.
- B. Other Licenses – Must be able to obtain Water Distribution Systems License Grade II, Water Treatment Certification Grade II, and Wastewater Certification Grade III within allowable time frames as set by the City of Van Meter management and the IDNR. Employment with the city is required for two (2) years following certification or employee will reimburse the City for all education related expenses incurred.
- C. Must participate in and be able to pass a drug and alcohol screening program as directed by City Administration.

D. Experience – No experience required. Some experience in heavy equipment, equipment maintenance, fabrication, municipal operations, grounds maintenance or related areas preferred.

F. Special Abilities - Must have good organizational skills; must be a self-starter and have good communication skills citizens and manage numerous maintenance related projects in the City; should have broad knowledge of City operations from maintenance perspective.

G. Physical Requirements – Must be able to lift objects weighing in excess of 90 pounds on an occasional basis and carry, push or pull them up to 10 feet unassisted, able to work in confined work areas and occasionally from heights; must be able to stand, sit, listen, watch, crouch, stoop, kneel, bend, climb and balance for extended periods of time in all weather conditions.

H. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen's expectations under time deadlines.

I. Residency Requirement – Must be able to make it to the maintenance shed within 15 minutes from residence.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

DISCLAIMER

All duties and requirement in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.