**PUBLIC WORKS EMPLOYEE**

*POSITION SUMMARY*

Under general direction of the Public Works Supervisor, the Public Works Employee II is a non-exempt position under FLSA. This employee’s primary responsibilities include street and alley maintenance, mowing, cleaning, and other duties as assigned by Public Works Supervisor.

*ESSENTIAL FUNCTIONS (*Duties are illustrative and not all inclusive)

* Inspects and maintains city parks, pool, airport, alleys, streets;
* Operates city vehicles and machinery;
* Performs janitorial duties for city owned and maintained facilities;
* May be responsible for utility systems maintenance and testing;
* Temporarily act as lead worker in certain situations;
* Fields questions, concerns, and complaints from the general public;
* Maintains accurate and complete department records;
* Works cooperatively with all other City departments;
* Performs the maintenance and upkeep of department vehicles and equipment;
* Responds in emergency situations;
* Assures that all necessary permits and licenses for utilities are current;
* Subject to emergency call back.

*MARGINAL FUNCTIONS*

* Provides technical assistance to City employees;
* Performs other duties as deemed necessary or assigned;
* Represents the department in a variety of local, county, state and other meetings.

*POSITION REQUIREMENTS*

**EXPERIENCE:** Five years of similar or related experience is required, and at least three years of such experience has to be with the City of Caldwell. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

**EDUCATION:** A high school diploma or GED is required. A Technical degree in related field is preferred. Employee is expected to attend, complete, and maintain Class I Water Certification and Class I Wastewater Certification training within one year of eligibility.

**TECHNICAL SKILLS:** A thorough knowledge of mechanics is necessary. The ability to operate city equipment, including but not limited to, trucks, grader, street sealer, sewer pump, street sweeper, tractors and backhoes with a degree of accuracy and skill. The employee will use a telephone, radio and cell phone. Knowledge of local ordinances, codes, and working knowledge of mathematics is required. The ability to interpret maps, data, manuals, legal documents, reports and written instructions, to concentrate on tasks in the presence of distractions, to understand and anticipate problems is required. The ability to work in a team setting is required.

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**PROBLEM SOLVING:** Decision making is a factor in this position. Employee makes decisions about prioritizing assignments, resolving citizen complaints, and performing daily duties in the most efficient manner. Decisions this position may encounter include reasonably interacting with co-workers, supervisors and citizens; repairing or replacing equipment and city assets; and recognizing the need for certain work to be performed when presented(i.e. trash cans overflowing need to be emptied without direction; potholes need to be filled without being told). This employee may be required to handle the day-to-day needs of the sewer and water utilities when assigned by the Public Works Supervisor.

**SUPERVISION:** This employee is appointed by the City Commission and works under the direction of the Public Works Supervisor. This employee is expected to exercise the duties with a moderate amount of instruction from the Public Works Supervisor. In certain circumstances may, at the direction of the Public Works Supervisor, act as a lead worker as needed.

**FINANCIAL ACCOUNTABILITY:** This employee has the authority to expend up to $100.00 without the prior authority of the Public Works Supervisor.

**PUBLIC RELATIONS:** Daily contact with the general public, co-workers, supervisory personnel, vendors, and employees of other governmental agencies is expected.

**WORKING CONDITIONS:** Some adverse working conditions exist within this position. Exposure to hazardous chemicals, blood-borne pathogens, excessive noise, and adverse weather conditions is expected. This position contains an element of risk to personal safety.

**PHYSICAL REQUIREMENTS:** Must be in good physical condition and have the ability to climb, crawl, and lift to effectively respond to calls of a Public Works Employee II. Must be able to sit and stand for prolonged periods of time.

**SPECIAL REQUIREMENTS:** Employee must communicate effectively, both verbally and written, have a valid Kansas Drivers License, and comply with the City policy concerning drug and alcohol abuse.

THE DUTIES AND SKILLS LISTED ABOVE ARE INTENDED ONLY AS ILLUSTRATIONS OF THE VARIOUS TYPES OF WORK THAT MAY BE PERFORMED AND ARE SUBJECT TO CHANGE AS THE NEEDS AND REQUIREMENTS OF THE DEPARTMENT CHANGE. 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.

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Employee Signature