

CITY OF BEACH, ND
Public Works Employee

Salary Range Depending on Experience

\$41,600 – \$43,680

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Employees are “on-call” alternating weekends.*

SUMMARY DESCRIPTION

Works under general direction of the Public Works Superintendent (PWS) and/or Assistant Public Works Superintendent (APWS) to perform essential city maintenance operations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate in the work responsible for daily operations of City maintenance which include but are not limited to; water and waste water systems, solid waste collection, recycling, street repair and snow removal.
2. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
3. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a city maintenance, repair, and construction program.
- Materials, methods, terminology, equipment and tools used in the maintenance, repair, and construction of City structures and systems including those used in performing rough and finished carpentry, plumbing, heating, electrical, mechanical, and painting work.
- Equipment, tools and materials used in facility maintenance activities.
- Construction principles.
- Principles and practices of safety management.
- Knowledge of and certification, Class 1 City Water & Sewage system (or ability to become certified).
- Knowledge of and certification, Class 1 Commercial Applicators License for herbicide and pesticide applications (or ability to become certified).
- Rural Water training

Ability to:

- Read and understand construction drawings, plans and specifications.
- Perform the most complex maintenance duties and operate related equipment.
- Demonstrate tact and diplomacy with the public.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Become certified, Class I City Water & Sewage system operations and a Class 1 Commercial Applicators License for herbicide and pesticide applications.

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Public Works Employee (Continued)

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Two years of college level course work in business, management, engineering, or a related field.

Experience:

Four years of increasingly responsible facility maintenance experience

License or Certificate: Possession of an appropriate, valid driver's license, with the ability to acquire a CDL within six (6) months of employment; within 1 year become certified in City water & Sewage system operations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to work in confined spaces; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight(75lbs) ; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Public Works Employee Position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.