

City of Ely
Job Description

Position Title: Seasonal Public Works Maintenance

FLSA Status: Non-Exempt

Reports to: Director of Public Facilities & Equipment

Employment Range: March – October Annually

Department: Public Works

Position Type: Seasonal

General Summary

This employee performs a variety of skilled and unskilled tasks under the general supervision of the Director of Public Facilities & Equipment including, but not limited to: maintenance of parks, street, city-owned property, sports field maintenance, mowing, street maintenance, building maintenance, and vehicle maintenance & minor repair. Position operates all public works vehicles, machines and equipment. Position has considerable contact with the public.

This position is considered seasonal, and hours will vary from 20-40 hours per week. This position may, from time to time, work additional overtime hours. Some duties and tasks of this position may be performed in conjunction with other city employees or a consultant hired by the City.

JOB RESPONSIBILITIES:

Grounds:

1. Maintain grounds on all City property as needed.
2. Trim and/or remove (or arrange for such) trees on City property as needed.
3. Inspect park playground equipment and repair or replace (or arrange for such) as needed.
4. Trim, mow, and rake leaves.
5. Maintain (or arrange for such) all city property structures as needed.
6. Maintain retention basins.
7. Maintain City trails as needed.

Equipment:

1. Operate job required 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.

Miscellaneous:

1. Keep an accurate timecard 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. Hours will be on an as needed basis. Work schedule will be dictated by supervisor and workload.
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. Dispose of dead animals and other disposable items as needed from city property.

5. Report to the Linn County Sheriff any vehicles parked illegally on city property.
6. Give input to your supervisor on planned projects and needs to be included in the annual task listing or for budget planning.
7. Be aware of all city policies as listed in the City of Ely's Personnel Policy Manual or as may be updated. This manual will be updated as needed. All updates become effective once adopted by the Ely City Council.
8. All other duties as may be needed or assigned.

EQUIPMENT USED: Pick-up trucks, mowing equipment, various hand and power tools, 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 – Some High School Coursework, High School Graduate or equivalent
- B. License – valid Iowa Driver's License. Possession of or ability to obtain a current Commercial Driver's License is preferred
- C. Some knowledge and/or training in heavy equipment operation and maintenance preferred. Due to the nature of the tasks to operate heavy equipment, all applicants must be at least 16 years of age.
- D. Experience – No experience required. Some experience in grounds maintenance or related areas preferred.
- E. Special Abilities - Must have good organizational skills; must be a self-starter and have good communication skills to interact with City Council and citizens and manage numerous maintenance related projects in the City
- F. 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.
- G. 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 citizens' expectations under time deadlines.

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.

Knowledge, Skills & Abilities

Knowledge of the principles and practice of the public works functions performed by the position, including but not limited to: street maintenance and repair, building maintenance and repair, and parks maintenance. Knowledge of the processes and procedures related to these functions, and laws and regulations related to the public works functions. Knowledge of the effective and proper operation and maintenance of all vehicles, equipment, machines, and tools used by the Public Works Department.

Skill in the use of all tools, equipment and machines used by a Public Works department.

Ability to manage self and organize daily work and special projects effectively. Ability to plan and complete a wide variety of projects, including but not limited to: construction and construction related projects, ongoing routine work, and snow removal; ability to work with contractors and outside agencies on an ongoing basis and a project basis. Ability to exercise sound judgment in decision making and setting work and project priorities. Ability to read, write and comprehend the English language as needed to communicate effectively with supervisor, elected officials and the public. Ability to occasionally lift objects weighing up to 90 pounds to at least waist level and carry them up to 10 feet unassisted.

Working Conditions

Physical Characteristics: Works in outdoor maintenance or field environment. Must be able to move heavy objects such as manhole lids or inlet grates; climb and walk over uneven terrain. Work includes sitting in a set position to operate various types of equipment for prolonged periods of time.

Environmental Characteristics: Considerable amounts of work are performed primarily outdoors in all weather conditions that are experienced in eastern Iowa. Work conditions include all variety of temperature and other weather-related conditions that may reasonably be expected out of doors in east-central Iowa; the work environment may include unpleasant images and/or odors.

This job description is not intended to limit the responsibilities of any employee assigned to this position to those listed herein. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties when requested by the employee's supervisor and/or City management. The level of involvement may vary based on the city's 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.