

City of Buffalo Iowa
Public Works Position
Job Specification

Public Works Position

DEFINITION:

This is a full time position that requires demonstrated competency and increasing independence, knowledge and ability in performing routine and special assignments in a variety of public works tasks in the Public Works department. The successful applicant will be versatile, with a working knowledge of public utilities and maintenance.

SUPERVISION EXERCISED AND RECEIVED:

Receives supervision from public works director and ongoing training on a wide variety of equipment, operational rules, guidelines, procedures and methods.

IMPORTANT AND ESSENTIAL DUTIES:

Duties include some or all of the following: Operates hand and power tools, light and heavy construction equipment, specialized wastewater equipment, electrical installation and repair, meter reading. Handles and applies chemicals. Takes water samples and performs minor laboratory tests to assure compliance with regulatory standards. Performs asphalt and concrete removal and replacement. Performs snow and ice removal from city owned streets. Includes considerable time standing, sitting, walking, driving, kneeling, stooping, crouching, squatting, climbing ladders, crawling, twisting of upper body, lifting heavy objects, operating heavy tools and equipment. Significant amount of time spent working outdoors, working in confined spaces; working with chemicals; occasional extreme noise or vibration; working around electrical, mechanical, chemical or explosive hazards; working around hazardous waste. May be required to operate heavy equipment. May be required to interact with customers on site or when requested; may be required to utilize department or Citywide software applications to maintain records or perform various duties. Applicant must be willing to attend city funded training, as requested by supervisor or city council.

Wastewater - Maintains, operates, inspects, repairs and installs wastewater collection and pumping system facilities including piping, valves, lift stations, pumps, controls, portable and stationary generators, measuring devices, odor control equipment, communications systems and related appurtenances to insure efficient operations.

Water - Maintains, operates, inspects, repairs and installs water distribution system facilities including piping, storage tanks, meters, hydrants, valves, pressure reducing stations, pumping stations, pumps, controls, measuring devices, cathodic protection systems, communication systems, and related appurtenances.

Electric – Maintains, operates, inspects, repairs and installs electric distribution system including wiring, meters, poles, boxes, relays, etc to ensure safe and efficient power supply to all city property.

Streets - Maintains, inspect and repairs streets. Installs, removes and replaces asphalt and concrete. Installs traffic and parking control signs. Plows snow and ice and applies salt to City streets.

JOB-RELATED QUALIFICATIONS:

Knowledge, Skills and Abilities:

Knowledge of: Standard and job-specific methods, materials, terminology and safe work practices of maintenance, construction, equipment, tools, including knowledge and comprehension skills in interpreting State regulations and City code.

Skill in: Physical stamina and strength to operate a variety of tools and equipment, perform physical tasks for long periods of time, and ability to lift light and heavy loads (20-90 lbs.); physical flexibility to move objects and operate equipment; demonstrate ability to safely operate and drive vehicles and equipment.

Ability to: Listen, understand, retain, follow, apply verbal and written instructions or directions; learn effective and safe operation of equipment and tools; establish and maintain cooperative working relationships with others; respond courteously to public inquiries; recognize and use safe work practices; learn and retain specific and general information concerning equipment, functions, and projects; be available for standby and emergency response coverage (before and after regular work hours; weekends, and holidays).

EDUCATION AND TRAINING GUIDELINES:

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:

Education: High school or the equivalent degree. Training in the fields of water, sewer, electrical and maintenance.

Experience: experience in general maintenance, public works departments, (water, sewer, electrical, streets, parks).

LICENSES, CERTIFICATES, REGISTRATION:

Licenses: Possession of a valid Class "B" Driver's License with appropriate endorsements; meet requirements, maintain license and a good driving record.

Pre-employment: physical, drug/alcohol screen and personnel background check.

There is a residency requirement, must live in Iowa and within a 25 mile radius from city hall.

Job description in no way states or implies that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor.

The City reserves the right to change or reassign job duties or combine positions at anytime

WAGES: Depended on qualification and skill.