West Point City
Job Description

TITLE: Public Works I
DEPARTMENT: Public Works
FLSA: Non-Exempt/Full-Time
Effective Date: 8/21/2018
Last Revised: 8/21/2018

GENERAL PURPOSE

Performs a variety of skilled duties related to the construction, installation, maintenance and repair of utility service systems including streets, water transmission and distribution, wastewater collection and repair/maintenance of City roads, parks, water and sewer systems, buildings, and other City facilities. Receives project assignments and completion schedules; takes assigned equipment, materials and manpower to the appropriate site and completes the project as directed.

SUPERVISION RECEIVED

Works under the general direction and supervision of the Public Works Director.

ESSENTIAL FUNCTIONS

- Must work on-call in rotation with other department employees.
- Required to respond and evaluate emergency situations and help determine correct course of action.
- Crossed trained to work in all areas of Public Works, including but not limited to water, sewer, streets, buildings, parks, equipment, etc. to include maintenance and repair of those systems.
- Responsible to perform special projects as assigned.
- Must possess a valid driver's license and have an acceptable driving record.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
   A. Graduation from high school or GED;
   AND
   B. Two (2) years responsible experience related to above duties

2. Knowledge, Skills, and Abilities

   Working knowledge in park, cemetery, building, gateway properties, etc., maintenance standards; Proficient in the operation of heavy to light construction and maintenance equipment such as five-ton dump truck, back-hoe, asphalt roller, jack hammer, pipe cutting and threading machines, single & tandem axle dump trucks, road graders, front-end loaders, backhoe, bucket trucks, snow plow; Proficient in the operation of a variety of hand tools and small power equipment such as jack hammers, roller, compressors, packing machine, threading machine, tapping machine and tampers; cleans tools and equipment to assure proper working order; Proficient in the operation of trucks, snowplows, and sanders in hauling, plowing, and cleaning streets; performs cement work on flat surfaces, curbs, and
gutter; grouts surfaces and joints; performs in a variety of street maintenance projects and road work; patches chuck holes, transports road materials, maintains roadways; Working knowledge of hazards and safety precautions associated with general construction; sewer and water line construction and maintenance; equipment and vehicle operation; Working knowledge of repair and replacement of water and sewer lines, and experience in constructing and maintaining facilities and equipment.

**Skill and Ability** to utilize entry-level plumbing, carpentry, electrician and concrete finishing skills; ability to safely transport equipment, personnel and tools to and from the work site in a safe and efficient manner; ability to perform strenuous manual labor; ability to maintain a good working relationship with fellow employees, supervisors, the public, to include communication and response to complaints, display strong teamwork orientation and display good common sense and understanding to carry out detailed but uninvolved written or oral instructions and communications. Ability to deal with problems involving a few concrete variables and resolve situations with a solution.

3. **Special Qualifications**
   A. Ability to add, subtract, divide and multiply basic formulas and quantities;
   B. Commercial Driver’s License (CDL), Class B or be able to obtain within six months.
   C. Must be able to obtain required certifications pertaining to position within two years

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**
Incumbent of the position is expected to work outside and inside exposed to temperature changes and extremes of heat and cold, and be subjected to high levels of noise, vibration, fumes, odors, dust and smoke. Work involves regular exposure to substantial hazards (high discharge pumps, paint sprayers and 5-gallon paint cans.) Must have the ability to perform strenuous manual labor. Consistently requires effort equivalent to that needed to lift 0 to 75 pounds. May be required to work long hours and holidays as needed. Talking, hearing and seeing essential to job performance or a reasonable accommodation for the same. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Some stress associated with decision-making and issues affecting the operation, and delivery of various community programs and events. Frequent regional and regular local travel required in the normal course of job performance. Occasional exposure to changing weather extremes while working outdoors.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

Pre-employment drug screen and/or physical may be required.
The City of West Point is an Equal Opportunity Employer and ADA compliant.