

**Job Title:** Public Works Grade 1  
**Department:** Public Works  
**Location:** Alton, IA  
**Reports to:** City Administrator

**Purpose of Job:** 712-756-4314

**Connection to Mission:** Ensuring the safety, maintenance and improvement of essential public services and infrastructure. This includes assisting with the City's Water distribution systems, Wastewater treatment and distribution systems, Storm Sewers, and Pool. The position is responsible for the safe and proper repair and maintenance of city vehicles and equipment, streets, curbs, sidewalks, City parks, City-owned buildings and other City-owned property and equipment.

**Essential Duties and Responsibilities:**

1. Work with the various engineers on any work performed within the City of Alton limits.
2. Ensure compliance with all federal, state and local regulations.
3. Work with DNR on any construction permits.
4. Assist with all recordkeeping in relevant areas and ensure timely and accurate recordkeeping.
5. Ensure compliance with water, wastewater and pool operating permits.
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7. Knowledge and implementation of safety regulations and practices in the operation and maintenance of the Water distribution systems, Wastewater treatment and distribution systems, Storm Sewers, Pool as well as maintenance of city streets, curbs, sidewalks, City parks, City-owned buildings, other City-owned property.
8. Assist with maintenance of an updated mapping program for the Water, Wastewater and Storm Water systems.
9. Assist with testing and metering of water purchased from Orange City.
10. Assist with management of a program for the maintenance and testing of meters.
11. Assist with water valve maintenance and replacement program.
12. Assist with administration of a proper flushing program and hydrant flow program.
13. Assist with water line installation, maintenance and repairs.
14. Uses pipe locator and leak detector equipment.
15. Assist with the operation and maintenance of all lift stations.
16. Assist with maintenance and repair sewer mains and manholes.
17. Assist with overseeing maintenance of service lines.
18. Assist with managing a program for jetting, televising and lining of mains.
19. Assist with street maintenance work including, but not limited to patching, crack filling, resurfacing with either hot mix asphalt or sealcoat, sweeping, and other related work.
20. Assist with winter street maintenance including but not limited to preparation of a winter street maintenance policy, supervising and scheduling snow & ice removal drivers, determining when snow and/or ice removal operations are appropriate, operating snow & ice removal equipment, ordering supplies, and maintaining equipment.
21. - Perform manual labor tasks such as shoveling, mowing, sweeping, painting and clearing debris to maintain city properties in various weather conditions.
22. Maintain CPO status and conduct testing and reporting for the Alton Swimming pool.
23. Working knowledge to assist the City's Gas and Electric departments.

24. Work with personnel from Orange City's Water, Wastewater, Gas and Street Departments as needed in overall operation and maintenance of the Water, Wastewater, Gas systems, and Street Department.
25. Assist with operations and maintenance of the storm sewer system including, but not limited to cleaning intakes, clearing clogged lines, and maintaining any storm sewer discharge areas consistent with city policy and applicable laws and regulations.
26. Assist with maintenance of all City Parks, grounds and facilities including, but not limited to mowing and minor repair of equipment and facilities.
27. Assist with the operation and maintenance of the grass and tree disposal area.
28. Assist with the maintenance and repair of all vehicles, machines and equipment operated by the Public Works Department, Parks department, and the general administrative department.
29. Work in a manner producing efficient use of labor and equipment and keeping all equipment in good repair, including preventative maintenance.
30. Ability to take emergency and on-call duties in conjunction with other departments.
31. Work Overtime as required.
32. Cooperation between departments and willingness to work together as a team. Maintain good communications and working relations with other City personnel, and supervision.
33. Operates vehicles and equipment assigned to the Public Works Department and ensure they are in good repair.
34. Operates heavy equipment.
35. Ability to investigate customer complaints in a professional and friendly manner.
36. Performs other duties or assumes other responsibilities as apparent or assigned.

**Education and Experience:**

- Ability to manage self and ensure productivity.
- Ability to plan and complete a wide variety of projects, including but not limited to: construction and construction related projects, ongoing routine work, snow removal and vehicle maintenance.
- Ability to work with contractors and outside agencies on an ongoing basis and project basis.
- Ability to exercise sound judgment in decision making and setting work and project priorities
- Ability to obtain and maintain Grade II Water Operator Treatment and Distribution certification and ability to meet yearly continuing education requirements.
- Ability to obtain and maintain Grade I Wastewater Operator for Waste Stabilization Lagoon certification and ability to meet yearly continuing education requirements.
- Ability to obtain and maintain Pools CPO certification.
- Ability to obtain and maintain a CDL license.
- Ability to meet and comply with state and federal drug testing programs.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to accurately write simple correspondence and give clear instructions.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organizations.

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Basic understanding of computer hardware and Microsoft Windows environments, including the ability to demonstrate basic computer abilities such as storage and retrieval of data, basic word processing and spreadsheet usage skills and use of email.
- Ability to use phone to make, answer, hold, and transfer calls, and use voice mail in a polite and professional manner.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Responsible for comprehending processes.
- General knowledge of engineering practices.
- Basic electrical knowledge.
- Mechanical aptitude.

**Organizational/Planning Skills:**

Punctual	Set and meet Short-term goals
Task Oriented	Prioritize and organize job tasks
Complete Short-Term Projects	Maintain a continuous process
Perform Multiple Tasks	

**People Skills:**

Possess good attitude  
 Willingly carry out assignments  
 Ability to communicate clearly and concisely  
 Ask questions when unclear of assignments  
 Ability to use listener concise language  
 Possess team-oriented attitude

**Physical Demands:**

1/3 of the time: Walk, sit, use hands to finger, handle or feel, Reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or smell, lift up to 100 pounds.

Over 2/3 of the time: Stand

All the time:

Clear vision at 20 inches or less  
 Color vision  
 Ability to adjust focus

**Work Environment:**

Under 1/3 of the time: Wet or humid conditions, work in high, precarious places, fumes or airborne particles, outdoor weather conditions, Risk of electrical shock, Vibration

1/3 to 2/3 of the time: Extreme heat, Toxic or caustic chemicals

Over 2/3 of the time: Work near moving mechanical parts, moderate noise levels

Other Conditions: Climbing ladders, works with high concentrated caustics and acids

**NOTES:**

- All duties are essential job functions.
- All duties and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This will be evaluated and handled on a case-by-case basis.
- Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves and/or other team members.
- This job description in no way states or implies that these are the only duties to be performed by the team member occupying this position.
- Team members will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This document does not create a contract, implied or otherwise, other than an “at will” employment relationship. Management may change this job description at any time to reflect accurate job duties of Public Works Grade 1.

I have reviewed this job description for the Public Works Grade 1 position and verify that it is an accurate reflection of my current job duties.

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Team Member Signature

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date