

CITY OF POLK CITY

Job Description Form



Division/Department:	Public Works	Name:	
Location:	Polk City, Iowa		
Job Title:	Seasonal City Maintenance Worker		
Reports to:	Randy Franzen	Title:	Public Works Supervisor
Type of position:		Hours <u>TBD</u> / week:	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Other		<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	
GENERAL DESCRIPTION			
Under supervision, performs a combination of laboring, equipment operation, semi-skilled building, and mechanical trade assignments involving the maintenance and repair of City streets, buildings, and related property including both routine and emergency work.			
ESSENTIAL DUTIES AND RESPONSIBILITIES			
<p>The following duties are standard for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.</p> <ul style="list-style-type: none"> – Field questions and concerns from the public. – Operates/services mower and related equipment to mow, trim, and maintain any assigned areas including picking up trash, tree trimming, application of chemicals with appropriate endorsements, and landscaping. – Drives Pickup trucks, operates spraying equipment, sweeps and paints streets. – Removes snow and applies salt/sand to City streets, sidewalks, and related areas. – Digs, spreads and levels dirt, sand, and gravel using hand and/or power tools and equipment. – Performs required maintenance of equipment, tools, buildings and grounds. – Apprehends and cares for stray animals. – Maintains and inspects street signs. – Erects barricades, warning lights, and snow fences – Maintains streets including performing various types of street repair and upkeep. – Some weekend work may be required as assigned. 			
MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS			
Graduation from high school or GED and at least one (1) year of experience in general construction, equipment operation or repair, and maintenance work.			
MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS			
Physical Requirements			
<ul style="list-style-type: none"> – Work requires climbing, crawling, lifting, pushing, pulling, and carrying heavy objects/materials weighing up to 100 lbs. Requires clarity of vision at twenty (20) feet or more; good depth perception and field of vision in order to operate various motorized equipment which also requires sufficient eye/hand/foot coordination, acceptable hearing and related cognitive abilities. 			

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MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS (CONT.)			
Cognitive Ability			
<ul style="list-style-type: none"> — Knowledge of the materials, equipment, and tools used in municipal construction and maintenance functions; knowledge of the operation and maintenance of specialized equipment used in public works projects; ability to perform a variety of related laboring and semi-skilled tasks in the operation, maintenance and repair of municipal structures and equipment; ability to follow written and verbal instructions. Ability to read and interpret technical information from charts and plans. 			
Language Ability & Interpersonal Communication			
<ul style="list-style-type: none"> — Requires basic human relations skills in talking and/or signaling others to convey basic information. Receiving and acting upon instructions and directions of others. Ability to understand and communicate written and verbal instructions and to maintain an effective working relationship with City officials, fellow workers, and the general public. 			
Environmental Adaptability			
<ul style="list-style-type: none"> — Work is performed in all types of environmental conditions involving, heat, cold, rain, snow, dust, and fumes including possible exposure to toxic chemicals. Conditions which are potentially dangerous or hazardous include direct contact with machinery and chemicals, working from heights or in holes or trenches, and similar tasks. 			
REVIEWED BY:		Title:	
APPROVED BY:		Title:	
DATE POSTED:			
DATE HIRED:			

Polk City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and position incumbents to discuss potential accommodations with the Employer.