

POSITION: Public Works Laborer - Part-time

FLSA CLASSIFICATION: Non-exempt

FACILITY AND WORK AREA: City of Kelley buildings, sites, and other locations generally within Kelley City limits

JOB SUMMARY

Part-time entry level position under general supervision of the Kelley City Council. Performs manual labor, semi-skilled and skilled work often involving the operation of light and medium construction and maintenance equipment. Employee needs to show fundamental knowledge of how to use the machinery. Shall perform water testing and complete related reports to the state. Shall be generally available for off-hour emergencies and/or work assignments. Hours may vary greatly from week to week.

JOB FUNCTIONS:

Examples of Essential Job Functions

1. Operates trucks, tractors, and other relevant equipment to maintain and repair streets, buildings, and grounds.
2. Operates truck hauling gravel, dirt, sand, and other materials.
3. May need to operate snow plow, sanding and salting equipment; clears snow and ice from streets and sidewalks in accordance with the snow removal policies when snow removal services are not available.
4. Repairs, replaces, and maintains street signs, markers, and banners.
5. Performs routine maintenance and repairs on equipment.
6. May mow grass & weeds, cuts brush, trims trees and cleans up site by raking and/or removal of debris.
7. Loads and unloads heavy objects and materials as needed.
8. Assists with concrete and asphalt work.
9. Reads water meters.
10. As directed assists with the operation and maintenance of the water

treatment plant and water distribution system utility operations. Performs the necessary labor to ensure a safe supply of water to the City, such as collecting samples, repairing water mains and repairing or replacing water meters.

11. Keeps a list of items in need of attention within the City.
12. Following established policy and procedures, turns water service on and off for customers as directed including non-payment of accounts.
13. Assists with the repair and installation of sanitary sewer, water mains, and storm sewers as qualified.
14. Performs maintenance duties relating to building and grounds maintenance as directed.
15. Installs or replaces various traffic signs and holiday decorations as directed.
16. Assists other City departments as directed.

Other Job Functions:

1. Attends safety meetings, seminars, and staff meetings as required.
2. Performs other duties as apparent or assigned.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:

Required Physical Activities: Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Grasping, Talking, Hearing, Seeing, and Detecting Odors.

Physical Characteristics of the Job: Heavy work requiring exertion of up to 100 pounds of force occasionally and exertion of up to 50 pounds of force frequently.

Environmental Conditions: The work is performed primarily outside and includes seasonal exposure to cold and heat. The worker may also be exposed to awkward or confining work space, darkness or poor lighting, dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Also, the work may expose the employee to unpleasant social situations, a significant work pace, pressure and irregular work hours.

Visual Requirements: Must meet visual requirements to hold a Driver's License from the State of Iowa.

EQUIPMENT AND MATERIALS used but not limited to:

Truck and attachments, tractor, mower, air compressor, combustible gas meter, pumps, drill press, saws, grinder, ladder, generator, chains, extension cords, measuring equipment, sledgehammer, pick-axe, winch, hoses, oils, chemicals, forklift, concrete and asphalt tools, hydraulic tools, traffic control equipment, calculator, telephone, mobile radio, MSDS documentation, Code of Iowa, and Kelley Policies and Procedures including the City Code. Hand-held computer used for reading meters and generating reports.

EMPLOYMENT STANDARDS:

Required Knowledge, Skills, and Abilities.

- ❖ Ability to follow verbal or demonstrated instructions.
- ❖ Ability to perform addition and subtraction, copy figures, count, and record numbers.
- ❖ Ability to read and write identifying information; request supplies verbally or in writing.
- ❖ Ability to operate, or learn how to operate, light and medium construction equipment. Ability to understand operating manuals and safety requirements.
- ❖ Ability to perform manual labor for extended periods of time often in inclement weather.
- ❖ Ability to use a telephone, voice mail, or other communication equipment.
- ❖ Knowledge of traffic laws and regulations involved in equipment operation.
- ❖ Knowledge of occupational hazards and safety precautions associated with the operation of tools and equipment.
- ❖ Ability to establish and maintain an effective working relationship with co-workers and the public.
- ❖ Ability to work well independently and take responsibility for following previously outlined procedures to their logical end.

- ❖ Basic knowledge of computer operations and keyboarding skills to record and research job related information.
- ❖ Applicants must pass pre-employment drug screen & physical. Candidate must be 18 years of age or older

Education, Training and Experience:

Education Required:	Graduation from High School or equivalent (G.E.D.)
Experience Preferred:	One year of operating light and medium construction equipment.

Pay starting at \$20 per hour depending on experience.