

CITY OF WAITSBURG
POSITION DESCRIPTION

JOB TITLE: Public Works Specialist II
REPORTS TO: Public Works Director

CLASS: Non - Exempt
STATUS: Part-Time/Full-Time

SUMMARY: Under the guidance from the Public Works Director, this is non-skilled, primarily out-of-doors position in the maintenance of City-owned utilities, streets, facilities and vehicles, and mowing grass or doing grounds maintenance as needed.

DUTIES AND RESPONSIBILITIES:

Public Works Specialist II, under the direction of the Public Works Director shall

1. Mow, weed whack, spray and fertilize parks, cemeteries and fairgrounds areas
2. Read water utility meters on a monthly basis
3. Operate cardboard baler as a function of the City's recycling program
4. Provide assistance to the Public Works Director as needed on a variety of tasks
5. Perform other duties as assigned

EDUCATION/EXPERIENCE:

A High School Diploma, or equivalent, a Commercial Driver's License and a Pesticides License are highly encouraged, but not required

SKILLS AND ABILITIES:

A strong background in various trades including but not limited to plumbing, electrician, welding and mechanical work

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is regularly required to stand, sit, and reach with hands and arms.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.