

**CITY OF PLATTE
JOB DESCRIPTION**

Job Title: City Maintenance Worker
Department: Public Works/Water Sewer
Revision Date: August 2, 2021
Salary: Dependent on Experience and Qualifications

Fair Labor Standards Act: Hourly Rate with Overtime

POSITION OVERVIEW

Responsible for performing maintenance in the Public Works Departments includes but not limited to streets and alleys, snow removal, irrigation system, water and wastewater, rubble site, airport, community building, swimming pool, complex and parks. Supervisor will regularly check performance of duties to determine whether they are accomplished in a timely and acceptable manner. Must be self-motivated and able to work with minimal supervision.

REPORTS TO

Reports directly to City Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- SD DENR Certified in Water/Wastewater certifications or ability to become certified, in one of three areas, in the first 6 months of employment and the other 2 within 12 months of employment
- Become knowledgeable in water and wastewater operations including:
 - Service and maintain water and sewer lines, tower and controls for such operations
 - Installation of water meters, pumps, lines. Read meters as necessary, spot check meters and replace as needed
 - Take water and wastewater samples as directed by City Superintendent
 - Flush/maintain fire hydrants
 - Service and maintain irrigation lines
- Become proficient at operating all equipment and materials used in street maintenance, including seal coating, snow removal, patching, construction, reconstruction and blading of city streets
- Mowing and irrigation of parks, perform repairs as necessary to parks equipment
- Required to take unpaid on-call rotation with other staff
- Assist other departments as needed
- All other related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work within City and State policies, laws and regulations affecting department activities
- Ability to operate all heavy machinery
- Be willing and able to take direction from City Superintendent
- Candidates must have the ability to maintain courteous and positive relationships with co-workers, the public, construction crews and personnel from other agencies.
- South Dakota driver's license and ability to obtain a CDL

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is frequently required to stand; walk; and use hands to operate objects, tools, or controls. The employee is frequently required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk, hear, and smell.
- The noise level is moderate to high
- The employee must be able to lift and move 50 to 100 pounds.
- The employee is required to work in outside weather conditions. The employee works near moving mechanical parts and in high, places and is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.
- Position requires working outdoors in all weather conditions and may require reporting to and working at unusual times of the day or night, which may include holidays and weekends.

SELECTION GUIDELINES

- Formal application, rating of education and experience, oral interview and reference check
- Job related tests may be required
- The duties as listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job changes.