

CITY OF LEWISTON

POSITION TITLE: Public Works Assistant

REPORTS TO: Public Works Director

SUPERVISES: N/A

FLSA STATUS: Non-Exempt

OTHER: Full Time

DESCRIPTION OF WORK

The public works department is responsible for the city's water system, sanitary sewer system, storm sewer system, operation and maintenance of city streets, alleys and parking lots, parks and shade trees. Provides manual labor and operates and maintains public work's department equipment as required to provide timely and efficient general maintenance services to the entire city operations. Works in various areas of the public works department such as streets, utilities, parks or maintenance. Keeps a record of time and materials used.

ESSENTIAL JOB FUNCTIONS

- Works on city streets, alleys, parking lots, sidewalks, curbs street signs, shade trees, sewer lines, pump stations, buildings and facilities to insure the highest level of maintenance, at the most favorable cost within the budget.
- Submits necessary state and other necessary units, regarding operation of the city's water and sewer systems and streets.
- Works on water, sewer, and storm sewer maintenance and repair.
- Maintains accurate records relating to the repair and maintenance of streets, sewer lines, lift stations, and equipment as a guide to analyzing recurring problems.
- Maintains services on city sidewalks, cross walks, parking lots, street cleaning, traffic signs, curbs and parking stalls.
- Performs various maintenance tasks associated with all public works areas: streets, parks, sewer and water & storm sewer.
- Operate departments within annual budget and capital outlay priority list.
- Samples and tests water and sewer and keep appropriate records as required by the state.
- Reads water meters, records findings and forwards to deputy clerk/utility billing clerk for billings. Advises deputy clerk of non-functional meters and installs and repairs water meters.
- Locates underground water and sewer lines for "gopher-one" calls.
- Compiles and reports inventories and data; maintains accurate records.
- Maintains and repairs maintenance equipment; logs all maintenance and repairs.
- Records time and equipment used and submits information to the deputy clerk for billing to property owners.

- Performs:
 - a. Mows grass and removes snow around pump house.
 - b. Basic plumbing and electrical repairs
 - c. Cleans and maintains park restrooms, playground equipment and pavilion. Paints picnic tables, restrooms and buildings when indicated
 - d. Mows City-owned vacant lots.
 - e. Maintenance of streets, storm sewers, water and sanitary sewer.
 - f. Repairs and maintains city buildings; blows snow and shovels snow from sidewalks; applies gravel or salt to sidewalks; plows snow from city parking lot.
 - g. Cleans City Hall and Community Center.
- Performs maintenance services on city street and alley right-of-way through the operation of motor graders, front-end loaders, plows, tractors, etc., or by manual labor.
- Operates various mechanic shop power equipment and hand tools such as grinders, drill, saw, mechanic instruments and tools, welders, torch, etc.
- Responds to emergency service calls on a 24-hour a day basis as necessary per the on-call policy & schedule.
- Attends meetings of the City Council, and other meetings as assigned or requested. Performs other duties and responsibilities as assigned. Responds to service request and complaints of citizens in a pleasant and tactful manner and resolves problems in a manner, which maintains respect for city government.
- Represents the City in contacts with public as well as with engineers, contractors, other employees, other city officials and outside units of government in a manner, which will maintain respect.
- Performs various preventative and corrective maintenance services on City equipment and vehicles to insure safe and proper operation.
- Install seasonal banners and flags and holiday decorations.
- Operates and maintains well house, pump house, and water tower.
- Maintains fire hydrants including flushing, lubricating, and painting.
- Cleans and maintains city shop.
- Maintains city signs for public safety.
- Attends the necessary training to maintain their proper licenses.
- Works on street surface and parking lot maintenance, salting, sanding signing and striping, snow removal and right-of-way maintenance.
- Performs other job-related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of tools, methods, operations, and materials used in water facilities.
- Knowledge of laboratory testing involved in water and wastewater treatment.
- Knowledge of Storm Sewer System.

- Knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work with the city's utility system.
- Knowledge of the rules and regulations related to water treatment.
- Knowledge in sanitary sewer and storm sewer cleaning, maintenance and operation.
- Knowledge of the maintenance of a water tower, wells and filtration operations.
- Knowledge of and experience in street construction and maintenance.
- Ability to serve citizens in a tactful manner and resolve problems in a matter that maintains respect for city government.
- Skilled in the repair and maintenance of utility equipment and facilities.
- Skilled in testing water samples.
- Ability to perform heavy manual labor, sometimes under adverse conditions.
- Ability to communicate effectively with other city employees, city council, sales personnel, the general public, and regulatory agencies.
- Ability to read and follow technical manuals and guides.
- Ability to read gauges, detect problems, and responds appropriately to them.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Valid Minnesota driver's license.
- Mechanical aptitude.

PREFERRED QUALIFICATIONS

- Water and/or Wastewater Operator License

CONDITIONS OF EMPLOYMENT

- Must possess a valid Minnesota driver's license and acceptable driving record.
- Must successfully pass a reference and background check.
- Must successfully pass a pre-employment physical.
- Must comply with organizational and departmental policies.
- Must carry cell phone at all times during work and on-call times.
- Ability to establish and maintain cooperative working relationship with city officials and city staff, state and federal agencies and the public.
- Ability to become licensed as a water and/or wastewater operator.

EDUCATION AND EXPERIENCE

Completion of coursework required for high school graduation or its equivalent. Thorough knowledge to operate water treatment plants and knowledge of electronics and mechanics. Knowledge in sanitary sewer and storm sewer cleaning, maintenance, and operation. Knowledge of the maintenance of a water tower, well and filtration operations. Knowledge of and experience in street construction and maintenance. Thorough knowledge of the use and operation of all public works department equipment.

WORKING SCHEDULE

The typical work hours for this position are 7:00 a.m. through 3:30 p.m., Monday-Friday (with a 30-minute lunch period and two 15-minute rest periods). Other hours will be required to attend City Council meetings and other meetings as assigned or requested. This position is subject to an on-call rotation: on-call week includes response to emergency service calls on a 24-hour a day basis as necessary and daily reading of pumps at well houses and lift stations per the on-call policy & schedule. During an assigned on-call week: must respond by telephone within 10 minutes of initial notification; if applicable, respond in-person to emergency or situation requiring after-hours attention within 35 minutes of initial notification per on-call policy. On-call rotation begins at the conclusion of a three (3) month orientation period.

WORKING CONDITIONS

This position involves potential exposure to dust, dirt, fumes, gases, chemicals, noise, excessive noise, vibration, infectious diseases, pressurized equipment, explosive material/equipment, burning material/equipment and moving objects. This position must work inside, outside, in confined areas, work at heights, work on uneven ground, work underground, work alone, work with others, work around others, and have contact with the public. This position is exposed to heat, cold, extreme cold, wetness, humidity and marked changes in temperature on humidity.

Typical workday for this position may include 2 hours of sitting, 3 hours of standing and 3 hours of walking. Activities that occur infrequently or up to 60 minutes per day are bending/stooping, squatting, crawling, crouching, kneeling, pushing, pulling, twisting, climbing staircase or other height, reaching at shoulder level, with the right, left or both shoulders, reaching above shoulder level with the right, left, or both shoulders, reaching below shoulder level with right, left, or both shoulders at the same time, use of fingers and hands repetitiously for fine manipulation, sense of touch, use of left, right and both feet in repetitive actions, talking and hearing. Must be able to see using near vision, far vision, depth perception, accommodation, color vision and field of vision/ peripheral and smell. This position requires carrying and lifting up to and over 75 pounds up to 60 minutes a day.

EXAMPLES OF EQUIPMENT UTILIZED

Use of a variety of gas, electric and air power tools, computers, calculators, radios, cell phones, laboratory equipment, measure and meter equipment and electrical equipment. Vehicles such as backhoe, loader, dump trucks, pickups, handheld computer to read meters, power drill, power saw, grinder, torch, cut off saw, pumps, jack hammer, riding mower, push mower, weed whips, communication radio, office equipment, computer, and hedge trimmer.

Council Approved: 12/22/2021