

CITY OF NEW MARKET

Incorporated

*City Hall * P.O. Box 338 * 512 Main St * New Market, IA 51646 * Phone 712-585-3479*

Job Description – Public Works

Title: Public Works Manager

Departments:

Water Supt-Primary Function is Water/Sewer sections.

Parks Supt-Primary Function is Grounds.

Streets Supt-Primary Function is Streets and Sidewalks.

Car Wash Supt-Primary Function is Car Wash.

Maintenance Supt-Primary Function is Equipment.

Job Functions: Responsible to maintain and upgrade as needed all facets of city water/wastewater operations and maintenance of streets, parks and all city property.

MAJOR RESPONSIBILITIES:

Essential Tasks:

The incumbent in this position has the responsibility for determining priority of all tasks listed subject to the direction of Mayor and City Council.

Water:

1. Read and record total system water meter to determine daily use in gallons; Report results to proper authorities.
2. Test water for chlorine levels as required by permit, daily; Maintain records of chlorine usage.
3. Read private water meters monthly, hang shut-off notices, shut off water to houses as necessary; repair and/or replace water meters as required; install new water meters as required.
4. Drain water tower for inspection, cleaning, and/or painting as needed; inspect tower for scratches or chipped paint. Get bids for cleaning and painting water tower as well as check water tower level daily.
5. Flush fire hydrants on annual or bi-annual basis and repair or replace as needed.
6. Locate, arrange for repair and/or replacement of water mains and service lines as needed.
7. Complete and file monthly and annual water reports to regulator authorities as required.
8. Keep pump station in clean, organized condition.
9. Service pickup as needed.
10. Maintain water maps.

11. Attend training sessions to acquire and/or maintain Water Distribution System License, Water Certifications Grade I through Iowa DNR.

Sewer:

1. Operate and maintain Waste Water Treatment Facility.
2. Take and submit sewer samples for testing as required by permit and State Law.
3. Check flow meter and record usage daily. Clean flow meter weekly.
4. Locate, and arrange for repair and/or replacement of sewer mains, and manholes as needed.
5. Keep lagoon banks completely free of grass and weeds. Spray trees in fence around lagoon.
6. Oversee construction and maintenance of sewer and storm sewer.
7. Maintain sewer maps.
8. Attend training sessions to acquire and/or maintain Wastewater Certification Grade I through Iowa DNR.
9. Complete any reports monthly, as needed or required.

Car Wash:

1. Complete all tasks required to maintain functionality of Car Wash.
2. Maintenance and repair of water lines, water softener and reverse osmosis machine, water pumps and heaters, electric wiring, water testing, cleaning pits, dollar bill changer.
3. Collect tokens and cash weekly to be added to City Clerk's bank deposit.
4. Clean bays daily.
5. Maintain inventory of all parts and chemicals.

Streets:

1. Coordinate all maintenance activities on City streets, sidewalks and curbs such as grading, construction, repair or reconstruction.
2. Inspect sidewalks to ensure Code compliance; maintain City sidewalks as required.
3. Maintain all City signs and parking markings.
4. Maintain, clean and repair storm sewers and catch basins as needed.
5. Spray weeds along roadways and City maintained sidewalks when needed.
6. Obtain salt and sand annually for application to streets and sidewalks as needed.
7. Remove snow, ice and debris from streets and sidewalks as needed.
8. Maintain street maps.

Grounds:

1. Maintain grounds on all City property (empty trash, sweep floors, etc.)
2. Trim and/or remove trees (or arrange for such) on City property as needed.
3. Inspect park playground equipment repairs or replacement as needed.
4. Spray weeds when needed.
5. Coordinate City Wide Clean-up Day.
6. Trim, mow, and rake leaves on 50 acres.
7. Maintain tables and structures (paint, varnish, repair) as needed.

Equipment:

1. Operate all City equipment on appropriate applications as needed.
2. Perform general maintenance work on all City equipment as needed.

3. Obtain and maintain a Commercial Drivers License (CDL).

Miscellaneous:

1. Perform minor maintenance on all City buildings as required.
2. Dispose of dead animals and other disposable items as needed.
3. Hang and maintain City decorations at appropriate times.
4. Ensure compliance with OSHA and other safety regulations including postings, equipment and procedures.
5. Arrange for locates of underground utilities prior to excavating projects and locate utilities as requested by Iowa One Call.
6. Enforce Animal control measures as directed by City Code (per Animal Control officer direction)

Office:

1. Complete monthly operating reports for water and wastewater and submit to Iowa DNR.
2. Basic computer, math, and letter writing skills.

Safety:

1. Administer Safety program for City for programs Blood Borne Disease Exposure, Confined Spaces, Hazard Communications, Hearing Protection, Lockout/Tag Out, Personal Protective Equipment, and Work Zone Safety.
2. Maintain Material Safety Data Sheets for city.
3. Attend SASSO meetings as necessary.

Discretionary Tasks:

1. Order parts and/or supplies for projects and equipment as needed.
2. Attend City Council meetings as required to report activities, answer questions and obtain approval for projects when required.

CONTACTS: The incumbent in this position makes frequent contact with City Clerk to exchange and interpret information. Also makes weekly contact with Mayor to exchange and interpret information and persuade to different points of view. Contacts with residents are significant and regular and usually involve the exchange and conveyance of information. Contacts made with persons outside the City are infrequent and are usually with vendors and/or contractors and involve the exchange and interpretation of information regarding City projects or supplies/equipment purchases.

EQUIPMENT USED: Tractor loader, trucks, mowing equipment, various hand and power tools, shoring and other equipment needed to perform duties. Most power equipment requires specific operational and maintenance training; perform minor maintenance activities on most power equipment as needed.

QUALIFICATIONS:

A. Education – High School Graduate or equivalent required. Must have valid driver's license and ability to obtain further vehicle certification, including a CDL Commercial Driver's License (CDL), based on City Council requirements. Must participate in and be able to pass a drug and alcohol screening program as part of the CDL requirements. No experience required. Some knowledge and/or training in heavy equipment operation and maintenance preferred. Experience

in water, sewer, plumbing, and/or electrical operations, grounds maintenance or related areas preferred.

B. Special Abilities - Must have good organizational skills; must be a self-starter and have good communication skills to interact with City Council and citizens and manage numerous maintenance related projects in the City; should have broad knowledge of City operations from maintenance perspective.

C. Certifications– Must be willing to obtain Water Distributions Systems License, Water Certification Grades I and Wastewater Certification Grade I and maintain current requirements; and other licenses as needed or requested by the City Council.

D. Residency Requirements -

E. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen’s expectations under time deadlines.

F. Physical Requirements –Must be able to meet physical demands and exposures as listed below. A pre-placement functional capacity examination will be required.

Physical Demands	Description
Standing	Stand for up to 3 hours per day.
Walking	Walk throughout various parks, fields, and grounds.
Sitting	Sit for up to 3-4 hours at a time to drive or operate equipment or while attending meetings.
Lifting	Lift up to 70-pound tools and equipment (paint buckets, grass seed, ice melt, etc.) from floor to 57 inches.
Carrying	Carry various equipment weighing up to 70 pounds up to 50 feet at a time.
Pushing	Push up to 60 pounds to open/close vehicle doors, operate, or transport various equipment.
Pulling	Pull up to 60 pounds to open/close vehicle doors, operate, or transport various equipment.
Climbing	Climb up to 21 steps ranging from 10 inches to 22 inches to get in/out of vehicles, and utilize ladders and step stools.
Bending	Bend and reach from 0 inches to 75 inches with up to 25 inches forward reach for landscaping and maintenance tasks.
Reaching	Bend and reach from 0 inches to 75 inches with up to 25 inches forward reach for landscaping and maintenance tasks.
Gripping	Grip 60 pounds bilaterally to steer vehicles and operate various hand tools.
Pinching	Pinch up to 5 pounds bilaterally to handle small parts and tools.
Low-level Work	Low level kneeling activity for up to 15 minutes to perform various landscaping duties, irrigation repair, machine and equipment maintenance, etc.
Above-Shoulder Work	Lift up to a 10-pound part from 0 inches to 75 inches and hold for up to 2 minutes at self-selected height above shoulder to secure the part, change light bulbs, etc.
Hand Coordination	Hand coordination for writing, using keyboard and telephone, and operating various equipment and tools.

Exposures	
Source	Description (level, duration, etc.)
Uneven/slippery surfaces	Required to perform essential functions on slippery surfaces and uneven terrain.
Weather	Required to perform essential functions outside under various and changing weather conditions such as heat, cold, wind, and rain.
Electricity	Exposure to energized, high-voltage power.
Confined Spaces	Required to perform essential functions in various confined spaces.
Heights	Required to perform essential functions at heights in excess of 30 feet.
Noise	Various equipment such as tractor, vacuum, landscaping equipment, etc.
Chemicals	Various toxic or caustic chemicals.

Conditions of Employment:

- Pre-employment drug and/or alcohol screen.
- Post-offer, pre-employment physical/functional capacities exam
- Background investigation and referral checks MAY be obtained

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

Disclaimer

All duties and requirement in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.

Please read and sign:

By signing this document, I acknowledge that I have been provided a copy of this Public Works job description, and that I have read and understand the job requirements as identified above:

Signature: _____ Date: _____

To the best of my knowledge, I am able to perform the essential job functions with or without reasonable accommodations (as listed here):

Council approved 5/16/2018