

Job Description

JOB TITLE: Public Works/Parks

DEPARTMENT: Public Works/Parks

REPORTS TO: City Administrator

SUPERVISES: N/A

DEFINITION: Non-exempt position performing manual work in the streets, parks, buildings, and utilities of the city, and performing maintenance and repairs. Must be willing to obtain a commercial pesticide license

ESSENTIAL JOB FUNCTIONS:

- **Parks** – Responsible for maintenance of all city landscapes and irrigation systems. Daily maintenance of park facilities including restrooms, trash and curb appeal. Responsible for maintaining weeds, lawns, and landscape plantings.
- **Streets** – Assists in patching street surfaces, keeping shoulder areas clean and unobstructed by vegetation, maintains signage and street markings as needed by Public Works II.
- **Water** - Installs new water meters, repairs water leaks, reads water meters, cleans sewer lines, flushes water lines, and maintains valves and hydrants as needed to assist Water Manager.
- **Equipment** – Performs maintenance on all city equipment & facilities to insure safe and efficient operation. Repair and replace worn or damaged parts, such as hoses, wiring, and belts in machines and equipment.
- **Additional-** Required to perform additional duties as requested by City Administrator.

TOOLS AND EQUIPMENT: Various heavy equipment vehicles including backhoes, sweepers, tractors, mowers and various lawn maintenance equipment.

MINIMUM QUALIFICATIONS: Must possess a valid driver's license. Requires ability and willingness to perform manual labor, including lifting of heavy objects.

WORK ENVIRONMENT: Some of the work is performed outdoors in inclement weather and during all seasons. Some work is performed in confined areas. Heavy objects are lifted on a daily basis.



RECEIPT OF JOB DESCRIPTION – Public Works/Parks

I received a copy and read the job description for the position I currently hold. I understand that this job description does not constitute an employment contract. I also understand that the job description is an approximation of the actual duties I will be required to carry out, and that it is subject to change at any time as authorized by the mayor.

Employee Signature

Date

