



## Public Works Maintenance Worker II

The City of Norwalk, IA is now accepting applications for a Public Works Maintenance Worker II. Pay range starting at \$17.63 hr.

This position shall provide skilled and semi-skilled construction and maintenance involving a variety of municipal public works projects including streets, water, sewer, and storm sewer operations.

Those who possess water distribution/wastewater collection certifications, and or pesticide applicators licenses are highly encouraged to apply. **Deadline for applications will be 12:00 p.m. July 1, 2016.**

The successful applicant shall have graduated from standard high school or have GED equivalency and at least three years of work experience in the operation of motorized field and/or construction equipment. Must have the ability to acquire and maintain a valid Iowa driver's license and Class B CDL with tanker and air brake endorsement. Working irregular hours, shifts, weekends, holidays, and evenings may be required.

Residency is required within 12 months after the date of hire and shall be within a 30 minute response time; city residence preferred.

Candidates for positions must pass a post-employment offer physical examination and drug screen.

The position reports to the Public Works Superintendent. **Applications must be submitted on a City of Norwalk job application form** and can be obtained at City Hall, 705 North Avenue or from the City of Norwalk website at [www.norwalk.iowa.gov](http://www.norwalk.iowa.gov)

Applications may be submitted via mail to: Tim Hoskins, Public Works Director; Norwalk City Hall, 705 North Ave, Norwalk, IA 50211. You may also submit via email at [water@norwalk.iowa.gov](mailto:water@norwalk.iowa.gov) with the subject line *Public Works Application*.

## Maintenance Worker II

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**Adopted Date:**

**Revised Date:**

**FLSA Status:** Covered

**Job Status:** Full Time

**Department:** Public Works

**Reports to:** Public Works Superintendent

**Pay Range:** Start \$17.63 hr

**Residency:** 30 minute response time

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### **Purpose of Position:**

Under general supervision of the Public Works Superintendent provide skilled and semi-skilled construction and maintenance work involving a variety of municipal public works projects including streets, water, sewer, and storm sewer operations.

### **Essential Job Functions:**

*The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.*

- A. Maintain city streets, curb, gutter, alleys, sidewalks and related areas working with asphalt and concrete.
- B. Remove snow and ice from streets, walkways, and related areas.
- C. Repair pot holes, manholes, storm sewers and structures.
- D. Operate a variety of motorized equipment including jackhammer, trucks, end loader and tractor backhoe.
- E. Erect barricades, warning lights and fences to alert public to hazardous conditions.
- F. Perform heavy physical labor including raking, shoveling, tamping, etc.
- G. Inspect and repair pumps and hydraulic equipment.
- H. Operate electric pumps and valves.
- I. Clean, test, adjust and repair water pumps using hand tools and testing equipment.
- J. Monitor and adjust controls to regulate water flow rates, pressure, and distribution system.
- K. Clean and maintain tools and equipment in proper and safe working order.
- L. Prepare and maintain records of work performed and materials used.
- M. May serve as a lead person over a small crew of workers.
- N. Maintain regular and punctual attendance at work.
- O. Establish and maintain effective working relationships with customers (internal and external) City Officials and regulatory personnel.

### **Minimum Training & Experience Required to Perform Essential Job Functions:**

- A. Graduation from standard high school or GED equivalency and at least three years of work experience in the operation of motorized field and/or construction equipment, or any combination of experience and training which provides the required knowledge, skills and abilities.
- B. Must have the ability to acquire a valid Iowa driver's license and Class B CDL with tanker and air brake endorsement; and maintain a good driving record.
- C. Must be available for off- hour work assignments, meetings and activities.

D. Residency within a 30 minute response time.

**Physical Requirements:**

Accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly scheduled to:

- A. Use hands and fingers.
- B. Handle, or feel and reach with hands and arms.
- C. Frequently required to stand, climb or balance, stoop, kneel, crouch, or crawl.
- D. Talk and hear.
- E. Frequently required to walk, sit, and taste or smell.
- F. Must frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- G. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.
- H. Must be able to speak clearly at a normal rate of conversation.

**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- A. While performing the duties, in the Public Works Department, the employee is regularly exposed to work in a variety of weather conditions with exposure to the elements.
- B. The employee is frequently exposed to moving mechanical parts.
- C. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.
- D. The noise level in the work environment is usually loud.

**Special Requirements:**

- A. Individuals must be physically capable of operating vehicles safely, possess an appropriate valid Class B CDL and all endorsements required to operate city equipment.
- B. Working irregular hours, shifts, weekends, holidays, and evenings may be required. Shift work may be assigned on a rotation basis.

**RESIDENCE:** Residency is required within 12 months after the date of hire and shall be within a 30 minute response time and must be maintained; city residence is preferred.

**Note: This job description includes the primary job duties and requirements for this job. However, this job description is not intended to provide an exact description of all job duties and requirements.**

**The City of Norwalk reserves the right to change this job description at any time.**