

Public Works

**Part-Time Seasonal Municipal Maintenance Worker
City of Norwalk, Iowa**

Job Description/Acknowledgement Form

Please Read the following statements and circle your answer

Yes No I have been provided a copy of the job description, or the job functions/requirements have been explained to me.

Yes No I understand the job requirements

Yes No I can perform all of the functions of this job

A negative response will not preclude your being considered for this particular job. If the answer to one of the above questions is "NO", please identify each and every function or task included with the job description which you are unable to perform, with or without reasonable accommodation.

Please sign and return this acknowledgement form with your completed City of Norwalk application. Thank you.

Applicant Name (Printed)

Applicant Signature

Date

**Public Works
Part-Time/Seasonal Municipal Maintenance Worker**

City of Norwalk, Iowa

Adopted Date:

FLSA Status: Non - Exempt

Job Status: Part-Time/Seasonal, Limited Overtime

Residency: Not required

Department: Public Works

Reports to: Public Works Director

Pay Range: \$9.00 - \$10.25/hour

Purpose of Position:

The primary function of this position is to perform a wide variety of routine activities in the general maintenance of City facilities, streets, and parks. Duties might include: operating light equipment and vehicles; cleaning of equipment and vehicles; removing solid waste; assisting with street maintenance; cleaning facilities; painting; assisting in the performance of maintenance repairs; mowing and performing grounds cleanup and grounds maintenance activities.

Essential Duties of Position - *Important job duties and responsibilities may include, but are not limited to, the following:*

- Operates light equipment and vehicles to assist with City maintenance to include lawn mowers, tractor mowers, weed trimmers, snow blowers, floor scrubbers, pickups, and various hand tools.
- Performs a variety of cleaning and minor repair duties of work locations and facilities to include mopping and waxing floors; washing windows, fixtures, walls and other surfaces; painting facilities, changing light bulbs and removing solid waste.
- Assists in the general street maintenance and clean up by performing various duties including picking up litter and debris.

Knowledge, Skills, Abilities & Requirements for the Position

- An understanding of maintenance and cleaning equipment.
- Operating light maintenance and cleaning equipment;
- Cleaning and maintaining facilities and grounds;
- Communication, interpersonal skills as applied to the interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Minimum Training & Experience Required to Perform Essential Job Functions

- High school diploma or General Equivalency Diploma (G.E.D.); or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Possess a valid Iowa driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements – Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include:

- Climbing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, feeling, talking, hearing, and seeing.
- Operating a motor vehicle and other specialized construction equipment.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Work Environment – Effectively handle conditions which may involve:

- Operating a motor vehicle and other specialized construction equipment.
- Exposure to conditions that may include dust, dirt, mud, sewage, some chemicals and electrical/fire hazards.
- Exposure to possibility all weather elements (sun, heat, cold, rain, sleet, snow, ice, wind, etc.)
- Exposure to trip-hazards, uneven surfaces, ladders, and stairways.
- Face potential exposure to poisonous weeds and dangerous animals and also infectious agents.
- Face potential exposure to noise levels over 90 decibels.
- Face potential exposure to sharp or falling objects.

Cognitive Demands, Skills and Abilities:

- Making observations
- Reading and writing
- Observing and practicing safety in the workplace
- Answering questions
- Operating assigned equipment
- Communicating with others

The City of Norwalk is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer