

## **PUBLIC WORKS ASSISTANT**

**REPORTS TO:** Public Works Superintendent

### **SUMMARY:**

Assists the Public Works Superintendent in the performance of duties. Performs hands on maintenance duties for the city under general supervision of the Public Works Superintendent.

### **DUTIES AND RESPONSIBILITIES:**

1. Reads meters, checks lift station, city well and sewage ponds, cleans the lift station on a daily basis.
2. Maintains and test city swimming pool daily when open.
3. Repairs and maintains city equipment as needed.
4. Reads city water meters once a month and reports results.
5. Provides snow plowing services for snow removal from city lots, sand icy roads, mows road sides and sewage ponds, maintains city cemeteries, floods the city skating rink, cleans and flushes city water hydrants, discharges sewage ponds, maintains city streets and signs and repairs and maintains city sewer and water lines as necessary.
6. Performs duties in a safe manner following generally accepted safety guidelines and provided equipment.
7. Acts for the Public Works Superintendent when person is absent or position open. On call when assigned by the Public Works Superintendent.
8. Performs other duties as assigned by the Public Works Superintendent.

### **COMMITTEE MEMBERSHIP:**

None.

### **EDUCATION AND TRAINING REQUIRED:**

Class B drivers license  
High School diploma or GED  
Pursue training requirements for Public Works Superintendent requirements.

### **POTENTIAL HAZARD EXPOSURE:**

Job requirements may result in exposure to extremes of temperature, contact with fuel/chemicals on a daily basis and potential contact with human or infectious waste.

### **PHYSICAL REQUIREMENTS:**

Job requires individual to be physically able, on a daily basis, to bend, walk, occasionally lift and carry up to 100 lbs. Operate vehicles: snowplow, steamer, rodder machine and other equipment and tools associated with the position.

### **DRESS REQUIREMENTS:**

Comfortable, clean clothing with comfortable shoes provided by employee. Hard hats and steel toed shoes required for some jobs (provided by city).