

**CITY OF UNDERWOOD  
JOB DESCRIPTION**

- 1. POSITION:** PUBLIC WORKS ASSISTANT
- 2. FLSA CLASSIFICATION:** Non-exempt
- 3. FACILITY AND WORK AREA:** Areas generally within the corporate limits of the City of Underwood.
- 4. JOB SUMMARY:** Position definition includes, but is not limited to the following:
  - a. Under immediate supervision and administration of the Public Works Director.
  - b. Primary responsibility is to ensure duties are completed in an efficient and safe manner on a daily basis.
  - c. Has considerable knowledge of streets, storm sewers, water distribution, and wastewater systems. Possesses an above average knowledge of equipment operations.
  - d. Able to obtain and hold Waste Water Certification and class B CDL.
  - e. Performs manual labor, skilled work and semi-skilled work involving the operation of all public works departments. Performs related work as required.
- 5. JOB FUNCTIONS:** Specific examples of essential job functions shall include, but are not limited to the following:
  - a. Reports directly to the Public Works Director.
  - b. Responsible for the assistance of public works orientated projects which may include, but are not limited to: street repairs and maintenance, sewer system testing and maintenance, ice and snow removal, equipment operation, and maintenance activities.
  - c. Assists with the inspection of work by contractors hired by the City to construct or maintain streets, storm sewers, or sewer lines.
  - d. Operates trucks, tractors, and other necessary equipment to construct, maintain and repair streets and other City utilities.
  - e. Performs manual labor in the repair and construction of streets including patching and replacing curbs and sidewalks, filling cracks and other relate tasks.
  - f. Operates snow plow, sanding and salting equipment and clears snow and ice from sidewalks and City streets.
  - g. Repairs, maintains and replaces street signs as delegated.
  - h. Operates equipment to paint crosswalks, parking spaces, curbs and other street markings.
  - i. Mark graves and headstone sites, fill settled spots, seed graves, and rodent control at the City cemetery. Maintains cemetery grounds as necessary.
  - j. Maintains City Park grounds, buildings and equipment. Completes and submits required reports.
  - k. Mows grass, cuts brush, trims trees and cleans and maintains City property.
  - l. Installs, removes, and maintains holiday decorations seasonally, including flags.
  - m. Assists with operation of wastewater treatment system, including necessary monitoring and testing.
  - n. Remains in compliance of applicable safety rules, regulations and policies.
  - o. Assists other City departments as needed.
  - p. Performs duties which may inconvenience others or result in the loss of time, loss of money or dissatisfaction of the public. Performs duties with specific deadlines and time pressures.

- q. Notifies appropriate personnel of situations within the City.
- r. Requires a daily activity report to be filled out daily and a monthly report to Public Works Director.
- s. Requires maintenance logs on equipment, parks, streets, and all city property to be kept up to date and as required by city's liability insurance.
- t. Serves as backup to and completes the duties of Director when needed.
- u. All other duties as assigned.

## **6. PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS**

- a. Required Physical Activities: balancing, climbing, crawling, crouching, fingering, grasping, hearing, kneeling, lifting, pushing, pulling, reaching, sitting, standing, stooping, talking, walking, and repetitive motions.
- b. Physical Characteristics: heavy work requiring exertion of up to 100 pounds (100 lbs.) of force occasionally and exertion of up to fifty pounds (50 lbs.) of force frequently.
- c. Environmental Conditions: The work is performed primarily outside and includes seasonal exposure to cold and heat. The employee is exposed to biological, chemical, electrical, mechanical, and traffic hazards. The employee must maintain a significant work pace. The work may expose the employee to unpleasant social situations and irregular work hours.
- d. Visual Requirements: Must meet the visual requirements to obtain a valid Commercial Driver's License (CDL) from the State of Iowa.