

**CITY OF UNDERWOOD
JOB DESCRIPTION**

- 1. POSITION:** PUBLIC WORKS DIRECTOR
- 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 Mayor.
 - 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. Responsible for supervision, coordination, and performance of public works department functions.
 - 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. Responsible for the performance 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.
 - b. Assists the City Clerk in planning department projects and solving potential problems.
 - c. Assists the City Clerk during the preparation of the department budget.
 - d. Supervises, directs, schedules and assigns duties for subordinates in department operations. Reviews and inspects subordinates in the completion of assigned tasks.
 - e. Assists with the inspection of work by contractors hired by the City to construct or maintain streets, storm sewers, or sewer lines.
 - f. Operates trucks, tractors, and other necessary equipment to construct, maintain and repair streets and other City utilities.
 - g. Performs manual labor in the repair and construction of streets including patching and replacing curbs and sidewalks, filling cracks and other relate tasks.
 - h. Operates snow plow, sanding and salting equipment and clears snow and ice from sidewalks and City streets.
 - i. Repairs, maintains and replaces street signs and ensures compliance with rules and regulations regarding street signs and markings.
 - j. Operates equipment to paint crosswalks, parking spaces, curbs and other street markings.
 - k. Mark graves and head stone sites, fill settled spots, seed graves, and rodent control at the City cemetery. Maintains cemetery grounds as necessary.
 - l. Maintains City Park grounds, buildings and equipment. Completes and submits required reports.
 - m. Mows grass, cuts brush, trims trees and cleans and maintains City property.
 - n. Installs and removes holiday decorations including flags.

- o. Operates wastewater treatment system, including necessary monitoring and testing. Operates as the city liaison with Rural Water.
- p. Ensures compliance of applicable safety rules, regulations and policies.
- q. Assists other City departments as needed.
- r. Performs duties which may inconvenience others or result in the loss of time, loss of money or dissatisfaction of the public. Performs duties which could cause bodily harm, including death. Performs duties with specific deadlines and time pressures.
- s. Notifies appropriate personnel of situations within the City.
- t. Requires a daily activity report to be filled out daily and a monthly report to city council.
- u. 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.

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, explosive, and 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 from the State of Iowa.

Salary dependent on qualifications, employer paid benefits. Pre-employment drug/alcohol test and completed city application will be required. EOE.

Send resume to City Clerk, City of Underwood, PO Box 40, 218 2nd Street, Underwood, IA 51576. Call 712-566-2373 with questions.