

City of West Okoboji
Seasonal Maintenance Worker
Job Description

DEPARTMENTS: Streets, Parks, City Water

POSITION REPORTS TO: Public Works Director, City Administrator

POSITION SUMMARY: To perform various types of semi-skilled work and operate a variety of motorized equipment, hand and power tools; performs routine duties related to the care and maintenance of City property, including buildings, streets, parks, and city water. Work is performed under the immediate supervision of the Public Works Director. This position is a seasonal job and hours may vary. There could be occasional weekends and holidays.

ESSENTIAL FUNCTIONS OF THE POSITION:

Essential duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or logical to the position.

STREETS:

1. Assist Public Works Director in all maintenance activities on City streets and storm drains such as grading, construction, repair or reconstruction.
2. Maintain all City signs, paint crosswalks and parking markings.
3. Assist Public Works Director to maintain, clean and repair storm sewers and catch basins as needed.
4. Spray weeds along roadways.

GROUNDS:

1. Maintain grounds on all City property (clean shop, empty trash, sweep floors, beach restrooms, etc.)
2. Trim and/or remove trees on City property as needed.
3. Inspect park playground equipment repairs or replacement as needed.
4. Spray weeds when needed.
5. Trim, mow, and rake leaves.
6. Maintain tables and structures (paint, varnish, repair) as needed.
7. Maintain Terrace Park Beach.

EQUIPMENT:

1. Operate all City equipment on appropriate applications as needed.
2. Perform general maintenance work on all City equipment as needed and maintains records for such procedures. Includes washing, waxing, greasing of equipment.
3. Must be able to operate and maintain equipment including but not limit to:
 - a. Tractor loader
 - b. Mowing equipment
 - c. Various hand and power tools
 - d. Shoring and other equipment needed to perform duties;

WATER:

1. Test water daily and maintain records.
2. Test and record data for the required tests per the Iowa DNR Operations Permit.
3. Read private water meters as needed, hang shut-off notices, shut off water to houses as necessary; repair and/or replace water meters as required; install new water meters as required.
4. Paint & maintain fire hydrants.
5. Ability to be on call for emergency situations.

GARBAGE AND RECYCLING:

1. Help at times pick up garbage and recycling at curb of residents on a weekly basis.
2. Maintain garbage and recycling waste at the city shop. Change out containers when needed. This includes weekend work on a rotating basis.
3. Pick up appliances, electronics and bulky items and transport to green waste site.

MISCELLANEOUS:

1. Perform minor maintenance on all City buildings as required.
2. Dispose of dead animals and other disposable items as needed.
3. Ensure compliance with OSHA and other safety regulations including postings, equipment and procedures.
4. Pick up limbs or brush at curb of residents and throughout city in case of inclement weather such as storms or high winds.
5. Assist in enforcement of City Ordinances
6. Must be able to have a good working relationship with Public Works Director, City Administrator, Vendors, various contractors and area residents.

PERFORMANCE CRITERIA

1. Demonstrates a positive attitude toward job assignments and tasks to be performed.
2. Is conscientious in the maintenance and operation of equipment
3. Ability to read, write, and speak the English language proficiently
4. Ability to work in extreme weather conditions
5. Shows initiative in recommending methods to improve safety, efficiency, and quality on the job.
6. Demonstrates appropriate decision making/problem solving ability
7. Endeavors to continuously improve the services provided to the citizens of West Okoboji.
8. Accepts and follows instruction, evaluation and correction.
9. Ability to establish and maintain effective working relationships with those contacted in the course of work.
10. Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
11. Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
12. Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state, and federal regulations as they relate to each job.

REQUIREMENTS

Knowledge, Skills, and Abilities

- Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner.
- Must be able to communicate effectively using both written and oral methods.
- Must have good organizational skills.
- Must be a self-starter, able to perform duties without much supervision.

- Must be mechanically inclined and able to repair equipment.
- Must be capable of performing under moderately to highly stressful conditions.

Education and Experience

- Must possess a High School Diploma or equivalent
- Must Possess and maintain a valid Iowa Driver's License
- Ground maintenance or related areas preferred.

Physical, Mental, and Visual Effort

- The reasoning demands in this job are most characterized by following oral or diagrammatic instructions; dealing with several variables.
- The language demands in this job are most characterized by reading instructions; speaking clearly and distinctly.
- The mathematical demands in this job are most characterized by using simple addition, subtraction and multiplication.
- Ability to work outdoors in adverse weather conditions such as snow, sleet, rain, wind, and other elements for long periods of time.
- Ability to stand extreme variations in temperature from over 100 degrees F not including the heat index to -40 degrees F not including the wind-chill.
- Regular exposure to hazards including vibration, machinery, moving objects; occasional exposure to hazards including burns, explosives, chemicals.
- Ability to safely climb in and out of equipment.
- Ability to walk, stand, bend, squat, crawl, sit up and look up.
- Must be able to work in confined spaces; occasionally from heights.
- Ability to lift/carry weight of 50 pounds or more.
- Ability to tolerate noxious smells and odors.
- Ability to hear voices, radios, and telephones.
- Have vision abilities that include close vision and the ability to adjust focus.

Other Requirements:

- Submit to random drug testing.

DISCLAIMER

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of West Okoboji employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee’s employment at any time. Unless otherwise provided by contracting or law, all employment with the City of West Okoboji is to be considered “at-will”.

EMPLOYEE ACKNOWLEDGEMENT

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements, and working conditions. I also understand that this is not necessarily an exhaustive list of duties, responsibilities, requirements, and working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, I understand that the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand that I may be required to work overtime, as well as different shifts or hours outside the normally defined workday or workweek.

Employee’s Signature: _____

Date: _____

City Administrator: _____

Date: _____

The City of West Okoboji is an Equal Opportunity Employer.

The position is subject to pre-employment drug testing

The City places a high premium on professionalism and, as such, expects all employees to consistently conduct themselves in a manner which reflects positively upon the City of West Okoboji.