

City of Avoca

Job Description

Position: Public Works Laborer (Full-Time)

FLSA Classification: Non-Exempt

Salary Range: \$25.00 to \$31.00/Hour

Benefits: Competitive Health Insurance, IPERS, Cellphone Stipend & On-Call Status Pay

Schedule/Hours: Monday through Friday, 7:00AM to 3:00PM, On-call Status – one week, every three weeks.

Facility and Work Area:

Public property within the corporate limits of the City of Avoca, including recreational facilities, utilities, and public right-of-ways.

Job Summary:

Works as a member of a maintenance team to sustain and improve City buildings, grounds, and utilities.

Duties and Attributes:

- Displays initiative, attention to detail, and commitment by completing assignments efficiently and safely with minimal supervision.
- Approaches challenges with positivity and creativity.
- Demonstrates honesty, responsibility, and trustworthiness.
- Provides professional and courteous service to clients and customers.
- Performs manual, skilled, and semi-skilled work involving the operation of public works and recreation departments.

Job Functions:

- Assists in special construction projects as required.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety.
- Operates and maintains trucks, tractors, street sweepers, end loaders, backhoes, and other necessary equipment.
- Installs, operates, and maintains City water and sewer systems.
- Repairs, maintains, and replaces street signs and markings.
- Operates equipment to paint crosswalks, parking spaces, curbs, and other street markings.
- Maintains grounds, buildings, and equipment of City parks and cemetery; mows grass, cuts brush, trims trees, and cleans City property.
- Installs and removes snow fences and holiday decorations.
- Operates snow removal equipment to clear streets, alleys, driveways and walkways owned by the City.
- Ensures compliance with safety rules and regulations.

- Notifies Supervisors of situations requiring attention and collaborates with other departments as needed.
- Maintains regular, reliable attendance.
- Responds to after-hours assignments as required, including emergencies.

Physical and Environmental Characteristics:

- **Physical Activities:** Balancing, climbing, crawling, crouching, fingering, grasping, hearing, kneeling, lifting, pushing, pulling, reaching, sitting, standing, stooping, talking, walking, repetitive motions.
- **Physical Demands:** Heavy work requiring lifting up to 100 pounds above the waist and up to 50 pounds above the head. Sitting while operating equipment or driving to and from work areas. High degree of mobility and ability to traverse uneven surfaces (road slopes, ditches, areas of excavation, ladders, and construction sites). Opening and closing valves with a turning or twisting motion. Working on hands and knees or lying on one's back to inspect equipment and/or vehicles. Maintaining a bent posture for extended periods.
- **Environmental Conditions:** Work primarily outside with seasonal exposure to cold and heat. Exposure to biological, chemical, electrical, explosive, mechanical, and traffic hazards. May involve unpleasant social situations and irregular hours.

Required Knowledge, Skills, and Abilities:

1. Knowledge of principles, practices, equipment, and tools for operating, maintaining, repairing, and constructing public works infrastructure.
2. Effective communication skills in English, both orally and in writing.
3. Organizational skills for maintaining records.
4. Ability to establish effective working relationships with staff, contractors, and the public.
5. Ability to manage job stress and interact professionally.
6. Knowledge of applicable federal, state, and local regulations.
7. Basic computer skills and ability to learn new applications.
8. Ability to operate light to heavy equipment.
9. Physical ability to perform all assigned duties safely and effectively.

Minimum Qualifications:

1. General construction, landscaping and/or maintenance experience.
2. Valid Iowa Level I Water Distribution Operator Certificate (or obtain within two years).
3. Valid Iowa Level I Wastewater Certificate (or obtain within three years).
4. Valid Iowa Commercial Driver's License.
5. Valid Commercial Pool Operator's License (or obtain within six months).
6. Valid Commercial Pest Control Applicator's License (or obtain within six months).
7. High School Diploma or equivalent.
8. Ability to operate Public Works Department vehicles and equipment.
9. Must reside within 20 minutes of Avoca city limits.
10. Successful completion of physical and drug screen.

