

CITY OF SHAFER  
JOB POSITION DESCRIPTION

DATE: Revised 12-02-2008

POSITON TITLE: Public Works

REPORTS TO: Public Works Director – Mayor – Assistant Mayor

SUPERVISES: None

BASIC FUNCTION: To perform maintenance and repair duties for City’s streets, parks, property, buildings and equipment.

LICENSES REQUIRED: Class “B” CDL  
Class “D” Waster Water (within 24 months of hire)  
Class “D” Water (within 24 months of hire)

**AREAS OF RESPONSIBILITY; BUT NOT LIMITED TO:**

1. City Parks
2. City Property
3. City Buildings
4. City Equipment

**ESSENTIAL FUNCTIONS:**

**1. STREETS**

- A. Repair and maintain city streets, city driveways, parking areas, sidewalks, boulevards, street lights, street signs, equipment, etc.
  - a. Provide mowing and maintenance of city boulevards
  - b. Provide snowplowing and sanding of city streets

**2. CITY PARKS**

- A. Inspect, maintain and repair city parks
  - a. Provide maintenance of city parks
  - b. Provide for repair of city park equipment
  - c. Provide mowing city parks
  - d. Plant and maintain trees and plants at city parks
  - e. Monitor and inspect city parks and equipment for safety

**3. CITY PROPERTY**

- A. Maintain and repair city property and city compost
  - a. Provide set-up and removal of city decorations
  - b. Maintain city compost

#### 4. CITY BUILDINGS

- A. Maintenance, including cleaning, repair of city buildings and building contents and furniture and equipment moving and set-up.
  - a. Provide for maintenance of city buildings
  - b. Perform cleaning of city buildings
  - c. Provide for repair of city buildings
  - d. Provide for maintenance and repair of building contents
  - e. Perform moving of city buildings furniture/equipment
  - f. Provide set-up and removal of election equipment

#### 5. OTHER ESSENTIAL FUNCTIONS

- A. Physical demands, environment, emergencies, responsibilities, personal attributes, etc.
  - a. Walking, holding, pushing, pulling, bending, climbing
  - b. Lifting up to 75 pounds
  - c. Seeing, hearing, contact with loud noise
  - d. Ability to wear and use safety equipment
  - e. Ability to work in varied/extreme weather conditions
  - f. Ability to work at high elevations
  - g. Ability to work in confined spaces
  - h. Responsible for upholding city ordinances
  - i. Ability to take directions and act accordingly
  - j. Ability to work alone responsibly
  - k. Ability to deal with public and public issues
  - l. Problem solving ability
  - m. Able to read, write and do math