**PUBLIC WORKS ASSOCIATE**

**City of Baxter, Iowa – Job Description**

**Position:** Public Works Associate **Reports To**: Public Works Director

**Department:** Public Works Department **Date Revised:** March 13, 2023

**Wage:** $14.95

**Position:** Part-time with hours that range from 20-25 hours per week

**Applications:** Applications are available at [www.baxter-iowa.com](http://www.baxter-iowa.com) or can be picked up at Baxter City Hall, 203 S. Main St. Baxter, IA 50028. Please submit your resume and job application to [maintenance@baxter-iowa.com](mailto:maintenance@baxter-iowa.com) or in person at Baxter City Hall by April 17th.

**General Summary:**

The City of Baxter is seeking a reliable and hardworking part-time laborer to assist our city maintenance team with municipal streets, water, wastewater, storm water, park maintenance and other city owned facilities/grounds. The ideal candidate will be able to perform a variety of manual labor tasks and have experience working outdoors. This position will require the ability to work flexible hours and to work in various weather conditions.

**Essential Functions:**

* Maintain the operations of the streets, water, wastewater, stormwater, and parks.
* Monitor public improvements in accordance with City ordinances and State law.
* Responsible for helping to maintain all municipal streets.
* Ensure proper and safe passage on all streets, including snow and ice removal.
* Assist with the operation of the drinking water, sanitary and storm sewer system. Including repairs, maintenance and compliance with City ordinances and state reporting.
* Communicate with Public Works Director regarding capital equipment needs.
* Maintain inventory for each city department.
* Assist in maintenance of accurate City maps and records.
* Public relations
* Ensure maintenance of all city owned facilities and grounds.
* Attend safety seminars and workshops as directed by Public Works Director or Mayor.
* Assist in the maintenance and installment of traffic signs and markings.
* Maintain equipment on routine schedule or as directed by Public Works Director.
* Repair equipment as needed or as directed by Public Works Director.
* Assist in mowing and weed spraying of city owned property.
* Physical ability to read water meters as needed.
* Other duties as assigned by the Public Works Director or Mayor.

**Knowledge and Skills:**

* Reading and Writing
* OSHA rules and regulations
* Maintenance procedures
* Operating dump trucks, trailers, pick-up truck, loaders & lawn mowers
* Water and wastewater operation regulations
* Advanced repair skills

**Entry Level Requirements:**

* High school diploma or general equivalency diploma (G.E.D.)
* Must have a valid driver’s license and reliable transportation.

**Physical Requirements:**

* Positions in the class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pulling, lifting, grasping, feeling, hearing, and seeing.
* Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, workspace restrictions, and intense noises.
* Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**Environmental Conditions:**

* This position will be subjected to varying weather patterns to include rain, hail, snow, sleet, freezing rain, heavy wind, etc.

**Disclaimer**: Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose, or intent of the position.