

**City of Dallas Center
Job Description**

Title: Seasonal Public Works Assistant
Department: Public Works
Facility & Work Area: Varies
Position reports to: Director of Public Works

JOB SUMMARY

Under general supervision of the Director of Public Works, performs manual labor and semi-skilled and skilled work often involving the operation of light-to-heavy-duty construction and maintenance equipment. Employee must show fundamental knowledge of how to use the machinery and the general ability to follow instructions.

JOB FUNCTIONS

Examples of Essential Job Functions:

1. Participates in maintenance and repair of city streets and parking lots.
2. Performs duties relating to building and grounds maintenance.
3. Participates in public works' construction and maintenance activities as required.
4. Performs activities under strict deadlines and other time pressures.
5. Constructs and repairs buildings, playground equipment, fences, and other City facilities using manual labor and equipment as needed.
6. Safely operates maintenance and construction equipment, which may include, but is not limited to, mowers, chain saws, weed eaters, and other equipment as needed.
7. Operates painting equipment to paint hydrants, crosswalks, curbs, and other street and sidewalk markings.
8. Loads and unloads heavy objects, materials, and supplies as needed.
9. Performs routine maintenance and repairs of equipment.
10. Prepares recreation facilities for use.
11. Assists other city departments as directed.

Other Job Duties:

1. Assists with repairs, replacements and maintenance of signs and markers.
2. Performs routine maintenance and repairs on equipment.

3. Mows, weeds, cuts brush, plants, trims and removes trees and cleans up site by raking and/or hauling to the landfill.
4. Helps remove snow fence.
5. Performs other duties as apparent or assigned.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Physical Activities: Carrying, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking and hearing.

Physical Characteristics of the Job: Heavy work requiring exertion of up to 100 pounds of force occasionally and exertion of up to 50 pounds of force frequently.

Environmental Characteristics: The work is performed primarily outside and includes seasonal exposure to cold, heat, wind, rain, snow, and other weather conditions. The worker is also exposed to awkward or confining work space, darkness or poor lighting, dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Also, the work may expose the employee to unpleasant social situations, a significant work pace pressure and irregular work hours.

EQUIPMENT AND MATERIALS USED

Truck and attachments, mowers and attachments, trimmers, air compressor, pumps, drills, saws, grinders, ladders, generators, chains, extension cords, measuring equipment, jackhammer, sledgehammer, pick-ax, winch, hoses, oils, concrete and asphalt tools, hydraulic tools, traffic control equipment, calculator, telephone, mobile radio, MSDS information, OSHA regulations, and other equipment as required.

EMPLOYMENT STANDARDS

Required Knowledge, Skills, and Abilities:

- Ability to follow one or two-step verbal or demonstrated instructions.
- Ability to perform simple addition and subtraction, copy figures, count, and record numbers.
- Ability to read and write identifying information and request supplies verbally or in writing.
- Ability to operate, or learn how to operate, light-to-heavy construction equipment in a safe and competent manner.
- Ability to perform manual labor for extended periods of time often in inclement weather.
- Ability to use a mobile radio and a telephone.
- Knowledge of traffic laws and regulations involved in equipment operation.
- Knowledge of occupational hazards and safety precautions associated with the operation of tools and equipment.
- Ability to establish and maintain an effective working relationship with co-workers and the public.
- Ability to pass a post-offer employment required drug screen (if you have a valid CDL).

Education, Training, and Experience:

Required Education: High school diploma or equivalent G.E.D.

Experience Preferred: One year of operating light and medium construction equipment or one year in a mechanical position.

The City of Dallas Center retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual. Equal Opportunity Employer.