

PUBLIC WORKS ASSISTANT

Reports To: Public Works Superintendent / City Council

Pay Range: \$25-30 per hour, plus health insurance stipend

License Incentives: Additional pay incentives may be provided for obtaining and maintaining water, wastewater, and electric licenses.

POSITION SUMMARY

The Public Works Assistant assists the Public Works Superintendent with the operation, maintenance, and repair of the City's streets, water, wastewater, electric system, parks, equipment, and other public facilities. The position requires the safe operation of City vehicles and equipment and the ability to work independently on assigned tasks.

ESSENTIAL DUTIES

- Inspect and monitor the City lift station, well, and wastewater ponds.
- Read and report water and electric meter readings monthly.
- Operate snowplows, sweepers, mowers, snowblowers, jetters, and other City equipment.
- Plow, sand, and maintain City streets, alleys, parking lots, and other public areas.
- Mow and maintain City property, parks, alleys, trees, and other public areas.
- Maintain and repair City streets, signs, water and sewer lines, hydrants, and related infrastructure.
- Assist with the installation, maintenance, and repair of the City's electrical distribution system and services, including work around high-voltage equipment and lines.
- Perform routine maintenance and repairs on City vehicles, equipment, tools, and facilities.
- Assist with wastewater pond operations and other utility operations as directed.
- Respond to emergency maintenance situations and participate in on-call duties when assigned.
- Serve as acting Public Works Superintendent when designated by the City.
- Follow all City safety policies, procedures, and applicable regulations.
- Perform other duties as assigned by the Public Works Superintendent or City Council.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Minnesota Class B Commercial Driver's License (CDL), or ability to obtain one as required by the City.
- Ability and willingness to obtain required licenses and certifications.
- Willingness to pursue training necessary to meet Public Works Superintendent qualifications.
- Public works, utility, construction, mechanical, or equipment operation experience is preferred.

WORKING CONDITIONS AND SAFETY

This position requires indoor and outdoor work in all types of weather and may involve exposure to extreme temperatures, traffic, heavy equipment, fuel, chemicals, wastewater, sewage, and other hazards.

Work may involve exposure to **high-voltage electrical equipment, energized electrical systems, overhead and underground utility lines, and other electrical hazards**. Employees must follow all applicable safety procedures and use required personal protective equipment.

The position may require bending, stooping, kneeling, climbing, walking, standing for extended periods, and lifting or carrying materials weighing up to approximately 100 pounds. The employee must be able to safely operate City vehicles, machinery, and equipment.

CLOTHING AND PROTECTIVE EQUIPMENT

The City provides an **annual clothing allowance** to assist with the purchase of appropriate clothing and footwear. Required personal protective equipment, including hard hats, safety footwear, eye and hearing protection, gloves, and other equipment, shall be used as required for the work being performed.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received and reviewed this job description and understand the duties and responsibilities of the Public Works Assistant position.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____