

Population: Less than 2500

Town of Morningside Public Works Associate

Department: Public Works Department

Job Summary:

This position involves operating equipment and performing manual labor to participate in the completion of assigned projects. Work is performed under the general supervision of the Mayor.

Essential Duties:

The following duties are typical for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Follows the direction of the Mayor or designee regarding the maintenance and oversight of the city's roadways; this includes cleaning, painting, litter control, salt, and reporting needed repairs to the Mayor or designee.
- Mows city right-of-ways in the summer and plows roads during the winter.
- Paints signs and signals on repaired or new pavement.
- Cuts back trees which may be in danger of snagging utility lines or impeding street traffic.
- Chipping tree debris.
- Installs or repairs street signs in subdivisions and other areas.

Additional Duties:

- Repairs and maintains Town Hall building and property.
- Maintains vehicles and equipment.
- Maintains structures on city property.
- Removes dead animals from the roadway.

Education/Training:

- Prefer High School Diploma or GED.

Knowledge, Skills, And Ability:

- Some knowledge of methods and practices for maintaining and repairing roadways.
- Some knowledge of the materials, equipment, procedures, and methods used in public works construction and maintenance activities.
- Knowledge of the occupational hazards and safety precautions necessary for the operation of trucks and equipment.
- Knowledge or ability to learn the geography and streets of the city and the location of underground utilities.
- Some knowledge of carpentry and mechanical skills.
- Some knowledge of basic masonry techniques.
- Ability to understand, interpret, and carry out oral and written instructions.
- Ability to understand and interpret simple diagrams and drawings of assigned projects.
- Ability to establish and maintain effective working relationships with employees, other city staff, and the general public.
- Ability to operate or willingness to learn how to operate such equipment as a backhoe, dump truck, tractor, mowing equipment, snow plow equipment, Bobcat, compaction roller, lawn mower, chain saws, limb saw, and various hand tools as required.
- Ability to use basic office technology such as a telephone, computer, and calculator.
- Ability to interact with the public professionally.

Supervisory and Managerial Responsibility:

- None.

Minimum Qualifications:

- Prefer a background in general trade knowledge, which could include construction, road work, previous public works employment, equipment operations, or vehicle and equipment maintenance.
- Possession of a valid State driver's license (Class C).

Physical Demands and Work Environment:

Physical Abilities: Tasks involve the ability to exert physical effort in moderate to intense work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, shoveling, carrying, pushing, and/or pulling of objects and materials of moderate weight (up to 100 pounds). The majority of a typical work day involves standing or walking.

Environmental Factors: Tasks are regularly performed with exposure to adverse environmental conditions including, but not limited to, dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, and toxic agents.