



# CITY OF HIAWATHA, IOWA

## Public Works Technician I

**DATE:** Adopted 08/07, Revised 12/21

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**CLASSIFICATION:**

Non-Exempt

**DEPARTMENT:**

Public Works

**JOB DESCRIPTION:**

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**Summary/Objective**

The Public Works Technician I employee is responsible for performing a wide variety of skilled and semi-skilled activities related to maintaining and repairing streets, storm sewers, sanitation sewer collection system and signage. The Public Works Technician I reports to the Public Works Foreman and the Public Works Superintendent.

**ESSENTIAL FUNCTIONS:**

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Clean and repair storm and sanitary sewers including sewer lines, manholes, intakes and related structures.
- Provide general cleanup and housekeeping of Public Works Facilities.
- Install, repair and maintain traffic signs and barricades; maintain inventory of signs and supplies; and identify locations of signs and posts.
- Clean city roadways and right-of-ways by mowing grass along roadways; maintaining, trimming and removing trees and landscaped areas.
- Perform routine maintenance on city equipment and vehicles including: lubricating, washing, making minor mechanical adjustments and other preventative maintenance.
- Load and unload heavy objects and materials as needed.
- Construct and repair City-owned buildings, fences, and other facilities using manual labor and equipment as needed.
- Perform snow removal activities by plowing, hauling, and loading snow, hand shoveling, and applying abrasives and chemicals to streets.
- Repair streets and sidewalk, filling potholes, sealing cracks, and performing necessary clean-up activities.
- Comply with Hiawatha safety rules and OSHA regulations.
- Assist other City departments and performs other duties as directed.
- Must be available to respond in emergencies or unusual situations outside of the normally assigned work periods.

**KNOWLEDGE (POSITION REQUIREMENTS AT ENTRY):**

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- Knowledge of construction techniques, applications, operational hazards and safety precautions.
- Knowledge of OSHA regulations.
- Knowledge of hand and power tool operations.

**SKILLS AND ABILITIES (POSITION REQUIREMENTS AT ENTRY):**

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- Ability to communicate clearly and effectively, both orally and written.
- Operate, or learn how to operate, light construction equipment in a safe and competent manner.
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the public, etc. sufficient to exchange or convey information and to receive work direction.
- Ability to perform work outdoor for extended period of time, under all weather conditions.

#### **TRAINING AND EXPERIENCE (POSITION REQUIREMENTS AT ENTRY):**

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- High School Diploma or General Equivalency Diploma (G.E.D.).
- One year of construction, maintenance, equipment operation or related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the just such as those listed above.

#### **LICENSING REQUIREMENTS (POSITION REQUIREMENTS AT ENTRY):**

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Class B, Iowa Commercial Driver's License (CDL) with air brakes. Subject to the Iowa Department of Transportation drug and alcohol testing program.

#### **ESSENTIAL PHYSICAL ABILITIES:**

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*Job Classification: Heavy.* See Appendix 1 for physical demand characteristics.

Ability to traverse variable terrain conditions not accessible by vehicle including but not limited to, trimming trees, checking channel drainage, inspecting sanitary sewer manhole locations and cutting weeds in ditches.

May be subjected to dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, chemical hazards, electrical hazards, fire hazards, and bodily injury. May be exposed to extreme temperatures, long hours, weekend and holiday duties.

Physical ability to perform variety of activities as needed including: shoveling, using a variety of hand and power tools, repetitive lifting up to 50 pounds and climbing (including using ladder) under any weather conditions.

#### **SUPERVISORY RESPONSIBILITY:**

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This position has no supervisory responsibilities.

#### **POSITION TYPE AND EXPECTED HOURS OF WORK:**

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- This is a full-time position. Days and hours of work are Monday through Friday 7:00 a.m. to 3:30 p.m., 40 hours per week.
- Occasional evening and weekend work may be required as job duties demand.

#### **Required Background Checks**

- Sex Offender Registry
- Drug Screening
- Driving Record
- Pre-Employment Physical

**CITY OF HIAWATHA, IOWA**  
**CLASS TITLE: Public Works Equipment Operator/Laborer**  
**APPENDIX 1 Physical Demand Characteristics**

<b>ACTIVITY</b>	<b>0% Never</b>	<b>&gt;0-10% Rare &gt;0-10 min/hour (1 - 10 /shift)</b>	<b>11% - 33% Occasional 11-20 min/hour (11 - 100/shift)</b>	<b>34% - 66% Frequent 21-40 min/hour 101 - 300/shift</b>	<b>67% - 100% Constant 41-60 min/hour 301+/shift</b>
<b>1. SIT</b>			X, regular duties		X, snow plowing
<b>2. WALK</b>				X	
<b>3. STAND (stationary)</b>			X		
<b>4. CLIMB Ladder</b>		X			
<b>CLIMB Stairs</b>		X			
<b>5. BALANCE</b>			X		
<b>6. FORWARD BEND</b>				X	
<b>7. KNEEL</b>				X	
<b>8. CROUCH</b>				X	
<b>9. SQUAT</b>			X		
<b>10. CRAWL</b>		X			
<b>11. TWIST</b>					X
<b>12. REACH Forward</b>					X
<b>REACH Overhead</b>				X	
<b>13. SIMPLE GRASP</b>					X
<b>14. FIRM GRASP</b>				X	
<b>15. PINCH</b>				X	
<b>16. DEXTERITY</b>			X		
<b>17. COMPUTER WORK</b>		X			
<b>18. WRIST MOTION</b>					X
<b>19. BOTH HAND USE</b>					X
<b>20. BOTH LEG USE</b>					X

ACTIVITY	0% Never	>0-10% Rare (1x/hour)	11% - 33% Occasional (1x/15 minutes)	34% - 66% Frequent (1x/5 minutes)	67% - 100% Constant (1x/30 seconds)
21. HEARING					X
22. VISION					X
DEPTH/COLOR					X
23. INSIDE WORK				X	
24. OUTSIDE WORK					X
25. HEAT EXPOSURE					X, seasonal
26. COLD EXPOSURE					X, seasonal
27. VIBRATION EXP.					X
28. OPERATE MV				X	
29. OTHER EQUIPMENT					X
<b>EQUIPMENT:</b> Back Hoe, Mower, Skid loader, Bucket Truck, Fork Lift					
LIFT/CARRY PUSH/PULL					
Up to 10 lbs.					X
11 - 15 lbs.					X
16 - 25 lbs.			X		
26 - 35 lbs.			X		
36 – 50 lbs.			X		
51 – 75 lbs.		*X			
76 – 100 lbs.		*X			
Over 100 lbs.		*X			
<b>Weight of Various Equipment</b>	Manhole cover lid 133#, frame 133#; single road sign lifted overhead 10#; 3-tiered road closure sign; bag of concrete 50#				

\*with assistance of other employee(s)

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**SIGNATURES:**

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This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_