



Position: Public Works Technician I
Department: Public Works
Reports to: Public Works Director
Working Model: Full-time
Onsite/Offsite
Schedule: 7AM/3:30PM Monday-Friday
With on-call rotation

Job Summary

The Public Works Technician I is responsible for the construction, maintenance, and repair of city infrastructure, including streets, sewers, and public grounds. This position involves manual labor, equipment operation, and utility support to ensure municipal systems remain safe and functional. Successful candidates must be able to perform physical work in all weather conditions and respond to off-hours

emergencies, such as snow removal or storm cleanup. This role requires a level of autonomy with work being performed independently based on the day-to-day needs of the city.

Scope and Functions

Key Duties and Responsibilities

- Regular and reliable job attendance. Employees are expected to be punctual and dependable to meet the needs of the department and serve the citizens of the city.
- Work independently without direct supervision.
- Regular Interactions with the public, must be able to communicate effectively
- Clean and repair storm and sewer infrastructure including manholes, intakes, and related structures.
- Mowing, trimming, and removing trees from city roadways and rights-of-way.
- Performing cemetery burials, maintenance, and upkeep.
- Perform maintenance on city equipment and vehicles including lubricating, washing, making minor mechanical adjustments, and other preventative maintenance.
- Use computer software for tracking and communication purposes
- Provide general cleanup and housekeeping of city public works facilities.
- Construct and repair city-controlled buildings, fences, and other facilities using manual labor and equipment.
- Snow removal activities include plowing, hauling/loading snow, hand shoveling, and applying abrasives/chemicals to streets.
- Repair streets and sidewalks, including filling potholes, sealing cracks, and performing necessary cleanup activities.
- Install, repair, and maintain traffic signs and barricades.
- Must be able to comply with city policies and OSHA/IOSHA regulations.

- Respond to emergencies or unusual situations outside of normally scheduled periods.

Working Conditions

This position involves a combination of sedentary office tasks and physically demanding field work. Employees must be capable of frequent standing, walking, bending, and heavy lifting, often while exposed to environmental hazards such as extreme weather, moving machinery, noise, and vibration. The work environment may include exposure to dust, fumes, and mechanical, chemical, or microbiological hazards, requiring strict adherence to safety protocols and the use of personal protective equipment.

Knowledge

Applicants must possess a working knowledge of the tools, methods, and materials used in public works maintenance, along with the ability to learn and apply city, state, and federal regulations. This includes the skill to identify occupational hazards and a strict commitment to following all established safety standards and protocols.

Qualifications

Physical Demands

- described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Able to lift and/or move:
 - Up to 100 pounds occasionally (less than once per week)
 - Up to 75 pounds regularly (at least once per week)
 - Up to 50 pounds frequently (daily)
 - Up to 30 pounds overhead
- Ability to:
 - traverse varying terrains in all-weather conditions
 - climb ladders and stairs.
 - stand, bend, and walk for extended periods of time.
 - use hands to hold, handle, or feel; reach with hands and arms.
 - Consistent hearing, near and far sight acuity, depth perception, color vision and field of vision.
- Required to be insurable.

Education

- High School diploma or GED equivalent required
- Five years' experience is preferred, however, any combination of experience and training which provides the required knowledge will meet the minimum standards.

License

- Iowa Grade I Water Distribution and Water Treatment Certification within 18 months of hire.
- Iowa Grade I Wastewater Certification within 24 months of hire.
- Iowa Grade II Wastewater Certification within 36 months of hire.

Failure to obtain required certifications within the specified time may result in reclassification or termination of employment

This job description is intended to describe the general nature and level of work performed by the individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. The employer reserves the right to modify, add, or remove duties and to assign other responsibilities as necessary. This job description is not to be construed as a contract for employment.

The City of Shellsburg is an equal opportunity employer. Employees unable to perform the job functions listed in the job description due to a disability should contact the City Clerk to discuss reasonable accommodation.

I have read this job description and agree with the contents

Employee Signature

Date

