



## CITY OF WEBSTER CITY JOB BAND DESCRIPTION

**POSITION:** Public Works Technician – Street Department  
Public Works Assistant Supervisor – Street Department  
Mechanic  
Street Department Supervisor

**JOB-BAND CLASSIFICATION:** Street Department Scale  
Supervisor – W/WW/Street

**Definition:** Repair and maintain roadways, street signs, water and sewer lines, storm sewers and catch basin repair, as well as installation of concrete as needed. Remove snow, sand, trees, and any debris blocking city roadways.  
Mechanical positions repair and maintain city automobiles, trucks, and heavy equipment.

### **Essential Functions:**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

*Essential duties and responsibilities may include, but are not limited to the following:*

### **Step 1**

- Street repairs including but not limited to, filling potholes, cleaning catch basins, traffic control, and patching and installation of concrete as well.
- Repair water and sewer lines when assigned, perform locates and water main taps with an assistant.
- Operation of dump trucks.
- On Call 24 hours a day, 7 days, approximately every eight weeks, responding within 30 minutes of call.
- Required to report to assigned work site as scheduled.
- Repair and install street signs and posts.
- Mechanical positions perform preventive maintenance and establish maintenance schedules for equipment and vehicles repair and replace worn and defective parts.
- Operation of concrete saw and gas-powered paint machine and/or oxygen acetylene torch and wire, arch welder and miscellaneous power tools.
- Operation of sewer jet machine.
- Performs other duties of a similar nature or level as assigned.
- Maintain confidentiality of work-related issues and City information.

### **Step 2 -3**

- All Step 1 functions.
- Operate mosquito sprayer.
- Operation of heavy equipment including, but not limited to, pay loader and snow blower, backhoe, grader, and excavator.

### **Step 4 – Assistant Supervisor**

- All functions above.
- Participates in and inspects routine and non-routine maintenance work of crews.
- Participates in operating complex motorized equipment.
- Make recommendations for the repair and improvement of equipment and services.
- Assists in Supervisor position in the day-to-day operation and administration requirements of the Street Department.
- Mechanical positions diagnose problems by using computerized testing equipment.

### **Supervisor:**

- All functions above.
- Process information, including time sheets, bill coding, etc.
- Provide direct supervision and evaluation of all Street Department personnel.
- Approve all purchases.
- Work closely with Engineering Tech/Project Coordinator on projects.
- Prepares annual departmental budget including making recommendations on staffing levels, capital equipment purchases and projects.
- Work closely with contractors, City officials, and general public regarding all Public Works areas.
- Organizes and directs emergency programs necessitated by snow, ice or other acts of nature.
- Responsible for establishing and maintaining quality level within the Street Department.
- Investigates complaints seeing them through to satisfactory resolution.

### **Mechanic**

- Services and maintains vehicles, equipment, and machinery for Street Department, Line Department, City Hall/Meter Department, Water/Waste Water Departments, and Police/Fire Departments.
- Make recommendations on repair or replacement of equipment.
- Troubleshoot, install and/or repair hydraulic systems, transmissions, gas/diesel engines, brakes, electrical systems, clutches, differentials, ignitions and alternators for cars, trucks, police vehicles, plows, and heavy equipment.
- Install or repair electric wiring.
- Fabricate parts.
- Use Welder, torch, plasma cutter.
- Purchases parts and maintains and inventory.
- Equipment inspections.
- Mount and remove snow and ice control equipment.
- Record and document all repairs using Fleet Management Software.
- Contact service departments for warranty work, equipment modifications and updates.
- Identifies jobs that should be contracted out; ensures that the work meets specification.
- Troubleshoots problems and performs repairs.
- Prioritizes repairs.

- Ensures that job sites and equipment are safe and available to perform safe work methods.
- Repairs and maintains equipment at public facilities.
- Identifies and participates in work-related training opportunities.
- Assist in snow removal operations.
- Assist Department Supervisors with equipment replacement or purchasing new equipment
- Maintain confidentiality of work-related issues and City information.
- Other duties as assigned.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

**Supervision Exercised:**

**Steps 1-3:** None

**Mechanic:** None

**Step 4 Assistant Supervisor:** Provide supervision assistance to Supervisor and fill in their absence.

**Supervisor:** Supervision of Steps 1-3.

**Required Competencies:**

*Customer Service* - Greets citizens and answers incoming questions via telephone, in person and other forms of communication.

*Cooperation* - Works as a team member with all members of City staff, outside agencies, and general public.

*Communications Skills* - Ability to effectively communicate both orally and in writing with the general public and co-workers to build a team concept.

Above, plus demonstrated attention to detail alertness, and commitment to task.

**Step 4 Assistant Supervisor:** Above, plus the ability to effectively deal with unresolved situations, frequent change, and delays or unexpected events. Initiative to complete tasks without being assigned to specific duties. Ability to assign and supervise the work of others. Ability to deal tactfully with the public in complaint situations.

**Supervisor:** Above, plus leadership skills and the ability to prioritize tasks for day-to-day activities and establish and maintain high level of quality within the department. Establish and maintain effective working relationships with Steps 1-4.

**Education, Experience, and Technical Skills Required:**

**Step 1:** High School diploma or equivalent. Must possess a current State of Iowa Drivers license along with the ability to obtain a CDL with air brakes and combination (tractor/trailer) within three months of hire; ability to drive a dump truck. General knowledge of equipment and related operations; ability to perform in a cross functional manner.

*Clerical Skills* - Ability to use computers.

*Accounting Skills* - Maintenance of written and computer records.

**Step 2-3:** Above, at least 3 years of continuous service with the City of Webster City Street Department\* (step 2), at least 5 years of continuous service with the City of Webster City Street

Department\* (step 3), plus ability to perform in a cross functional manner, operating light and heavy equipment including, but not limited to, truck with snow plow and sander, oil truck, and street sweeper. Ability to acquire and maintain Pesticide Applicators Certification for mosquito spraying and right-of-way spraying.

**Mechanic:** For mechanical positions, 2 + years of experience in vehicle & equipment repair. The city mechanic must be able to work well within a group or team setting, but also work efficiently and independently. Communication skills both verbal and in writing are important to succeed in this position. Must be able to multitask in a high energy fast paced environment. Preferred, four to five years related experience and/or training; or equivalent combination of education and experience. Class A CDL with air brakes. Possess one of the following: ASE Master Certification in Heavy Duty Truck and EVT F1, or ASE Master Certification in Automobile and EVT F1.

**Step 4 Assistant Supervisor:** Above, at least 5 years of continuous service with the City of Webster City Street Department\*, plus ability to operate all light and heavy equipment. Ability to provide direction for workers, ability to provide support in the layout and administration of a comprehensive work plan for department, defining possible issues and being a proactive part in planning for improvements. Ability to acquire and maintain a Water Distribution Grade I & II License. This Step represents an advanced level of knowledge in department practices and procedures.

**Supervisor:** Above, plus 5+ years of related experience, Grade II Water Distribution license, continuing education in a related field and demonstrated leadership and team-building skills. Knowledge of the principles and practices of public works administration, and of budgeting. Ability to lay out and administer a comprehensive work plan.

\*Individuals hired with previous education, training and/or equivalent experience may be adjusted to applicable step

**Physical and Environmental Requirements:**

Ability to talk, write, read, reach, hear, grasp, and see for day or night driving. All steps must have the ability to stand or sit for up to six hours, lift or push up to 50 pounds without assistance, work in confined underground spaces, high places, in extreme heat and cold weather, rain, high winds, and potentially hazardous conditions. Work in areas of dust, dirt, and chemicals.

**FLSA/Wage Hour Status:** Non-Exempt