

**CITY OF WATERLOO
POSITION DESCRIPTION
DEPARTMENT OF PUBLIC WORKS - WORKER I**

DEPARTMENT:	Department of Public Works
REPORTS TO:	Director of Public Works
POSITION PURPOSE:	Maintain and care for all public property, storm and sanitary sewer, parks and streets to ensure a safe environment for the residents of Waterloo.
EDUCATION REQUIRED:	High school diploma or equivalent
QUALIFICATIONS AND REQUIRED EXPERIENCE:	Ability to drive trucks and other heavy equipment, mechanical ability, and must have a commercial drivers license. Ability to work with minimal supervision, effective working relationship with fellow employees and general public are vital.
ESSENTIAL FUNCTIONS:	Ability to lift 50 to 80 pounds, move 90 to 120 pound manhole covers, shovel snow, lift brush and branches into the wood chipper, must be able to work in hot and cold weather, and wear proper clothing. Essential functions in clued: ability to drive snow plow and/or street sweeper, operate a snow blower, drive a garden tractor with mower or snow blower, and operate a lawn mower. This list is not exhaustive and may be supplemented as necessary.

DUTIES AND RESPONSIBILITIES OF WORKER I:

Machinery & Equipment:	Be able to operate equipment used by city employees (lawn mowers, paint striper, dump truck). Be able to perform some maintenance.
Street Repair & Maintenance:	Patch holes in the street and assist in replacing or repairing curbs and sidewalks. Assist with raising and lowering of manholes.
Street Cleaning:	Clean small areas of streets with a broom.
Snow & Ice Control:	Assist in clearing approximately 1 mile of sidewalk with a shovel, snow blower or tractor /blade.
Refuse Collection:	Pick up grass, leaves and garden debris, scrap iron, lumber and some building materials – primarily hand work with some heavy lifting (50 pounds).
Tree & Brush:	Chip brush and small limbs.
Storm Sewer:	Help with maintenance and the repair of approximately 280 storm sewer inlets. Repairs consist of repairing bricks or block with tar or mortar inside the catch basin.
Sanitary Sewer:	Assist with cleaning and unplugging of sanitary sewer lines with the sewer vactor (a 2 person operation when possible). Repair brick or blocks in the manhole with tar or mortar from the above ground position only.

Traffic Control:	Painting crosswalks and parking stalls, flagging for construction or repair, and replace old signs when necessary (overhead work). Use a post hole digger for new or replacement sign post.
Weed Control:	Mow all rural roads. Spray for weeds with a hand sprayer or a small sprayer pulled behind a lawn tractor.
Building Maintenance & Cleaning	Perform minor repairs and cleaning to city buildings when needed.
Other Duties:	General building maintenance (exterior and interior) to include tree and shrub trimming along with lawn mowing. Cemetery maintenance and head stone repair. Shovel library sidewalks. Set up barricades up for special events. Maintain Christmas decorations, deliver and assist Utility in hanging decorations. Perform other duties as required.

This Position Description is not exhaustive and may be supplemented as necessary by the City of Waterloo.