

City of St. Charles Public Works

Job Type: Full-time

Salary: \$36,920 - \$45,760 (17.25-22.00)

Dept: Public Works

Time: 40 hour week (7a-3:30p)

The items listed below are not meant to be construed as exclusive or inclusive. Other duties may be assigned or required. These duties are normal for this position but are dependent upon the level of ability and experience of the individual.

Job Description

- Full time municipal construction and maintenance work, including, but not limited to:
- Maintenance of streets, alleys, shoulders, or any concrete or asphalt work.
- Mowing, trimming, and tree upkeep on all City property.
- Snow and ice removal on city streets/alleys, city buildings, city walkways.
- Maintenance of sanitary sewer and storm sewer systems.
- Operate equipment, including but not limited to medium duty dump truck, skid loader, mowers, snow plow, general construction tools, hand tools, landscape tools.
- Maintain all equipment and tools for safe and proper operation.
- Maintain City buildings and grounds.
- Assist City Clerk and Council with obtaining bids for projects.
- Maintain a positive attitude and work attendance.
- Maintain positive relationships with citizens, contractors, and coworkers.
- Must be able to manage and complete multiple tasks in a timely manner.
- Prepare and maintain records of work performed and materials used.
- Have basic computer and software skills.
- High school diploma or GED equivalent.
- Perform heavy lifting and physical labor at times.
- Attend monthly City Council meetings.
- 3 years working in construction, equipment operating or any combination of experience and training preferred.
- Must maintain a valid Iowa license and have the ability to obtain CDL within 6 months of hire and maintain a good driving record.
- Must be insurable.
- Must be available for after hour calls, meetings, and off hours assignments.

Working Conditions:

These characteristics are what the employee can experience while performing this job.

- The employee can be subject to a variety of weather conditions, some for prolonged periods of time.
- The employee can be exposed to mechanical moving parts.
- The employee can be exposed to fumes, airborne particles, risk of electrical shock, vibration and loud conditions.

Benefits:

- Paid bi-weekly.
- 40 hours of paid time off (PTO) per calendar year.
- \$500/month stipend for health insurance with proof of privately purchased insurance
- Up to \$200 reimbursement for work clothing per year (pants, boots, winter gear).
- Potential pay increases for obtaining CDL, Wastewater License, and Chemical Applicator License.
- Annual performance reviews.

City of St Charles Public Works Responsibility (non-inclusive)

City Properties Include:

*City Hall – City Shop – City Park – Covered Bridge Park – Old Settlers Park – Welcome Center
Imes Sewer – Windwood Sewer – Fire Department*

General Duties

- General maintenance and repair.
- Identify areas needing attention and address them.
- Attend monthly City Council meetings to provide updates on Public Works.

City Building and Grounds Maintenance

- Building maintenance as required.
 - Obtain bids for repairs and provide to City Council for review.
- Mowing and string trimming.
- Pick up sticks and limbs.
- Rake out gravel left over after winter snow pushing.
- Maintain flower beds including cleaning out dead flowers, planting, weeding, etc.
- Emptying trash cans as needed and replace trash bags.
- Clean and wash heating and cooling filters at the Welcome Center monthly.
- Tree trimming as able.
- Spraying weeds.
- City Park restrooms:
 - Close and winterize in the Fall.
 - Open and de-winterize in the Spring.
 - Clean every couple of days.

Road Maintenance

- Maintain street signs (replacement and repairs).
- Trim trees and brush from around street signs.
- Spray weeds and seal cracks.
- Fill potholes in paved roads with cold patch.
- Fill potholes in gravel roads with new gravel.
- Clean storm sewers every couple of weeks.
- Clean sand and dirt off roads.
- Paint curbs and hydrants.
- Run box blade to maintain gravel roads and immediately blade gravel back to the center of road.
- Assist in obtaining bids for road projects.
- Winter snow removal.
 - Push snow on city roads.
 - Sand city roads where required.
 - Apply salt to Main Street parking areas.
 - Snow blow and push snow at City properties.

City Shop Maintenance

- Maintain shop organization.
- Repair and maintain city equipment.
 - Schedule vehicle service when needed.
- Keep city vehicles clean inside and out.
- Spring maintenance of city vehicles:
 - Wash off winter salt and sand.
 - Oil truck beds of any trucks used to haul sand.

Sewer Maintenance

- Maintain sewer shop organization.
- Sewer locates.
- Fence maintenance and repair.
- Mowing roadways and lagoons.
- Spray fences and roadways with weed killer (requires license).
- Cleaning of solids from the influent grate (mix with hydrated lime and dispose of).
- Other duties as assigned by the sewer operator.