

**Job Description:**

**General Description:** Performs work of a skilled/semi-skilled nature in the Public Works Department. Work includes operating a variety of equipment in municipal operations and maintenance projects. Performs repairs and construction work activities related to utility operations. Performs general maintenance relating to City property. Reports to Public Works Manager.

**Essential Functions:** (Essential functions, as defined under the American with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of the class).

- Analyze data to determine best operating procedures
- Operate a variety of tools and equipment, including utility locating equipment, lawn maintenance machines and assist street crews with operating various types of snowplows and other equipment
- Assist in shop and mechanical repair work as required
- Maintain and perform minor repair on trucks and other equipment
- Perform snow and ice control and removal procedures, including plowing, sanding, spreading deicing chemicals, shoveling sidewalks or assisting in maintenance of snow removal equipment
- Assist other departments as needed
- Perform task of Primary Code Enforcement duties and functions as necessary.
- Provide record keeping and correspondence related to Summerset City Codes
- Collect information and respond to complaint calls and emails
- Make citizen contact in regard to complaints
- Performs other duties as assigned

**Preemployment Screenings:**

- Preemployment screenings may include, but are not limited to, the following: drug screen, references, criminal background, physical exam/job function test and driver history.

**Knowledge, Skills and Abilities:**

- Knowledge of occupational hazards associated with general maintenance and construction
- Mechanical aptitude
- Ability to record and maintain written work records
- Knowledge of hydraulics, electricity and basic electronics and PLC (SCADA)
- Ability to establish and maintain effective working relationships with employees and the public
- Ability to read maps and drawings to perform basic mathematics
- Ability to use various hand and power tools
- Willingness to wear and use all required protective safety equipment
- Ability to understand and follow basic instructions and directions from supervisors

**Minimum Qualifications:**

- High school diploma or GED certification
- Valid South Dakota Driver's License – CDL Class B
- General computer knowledge (Outlook, Word, Excel etc.)
- Willing to work standby and extended hours to include nights and weekends when required

- Must be able to lift over 50 lbs.
- Must be able to stand or sit for extended periods of time
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Exposures:**

- Weather, required to perform essential functions outside under various and changing weather conditions such as heat, cold, wind and rain
- Noisy, various equipment such as saws, drills, pumps, etc
- Required to perform essential functions on wet/slippery surfaces, including a variety of construction sites

Starting wage: \$22.48 per/hour DOE