

**CITY OF CLEAR LAKE
PUBLIC WORKS EMPLOYEE**

GENERAL STATEMENT OF DUTIES

Under direct supervision of Superintendent of Public Works, is responsible for performing semiskilled and skilled work in the operation and maintenance of the city's street department, water and wastewater facilities, parks system, landfill; operates light and heavy equipment and performs related work as required.

MAJOR JOB RESPONSIBILITIES

-Performs operations, maintenance, and repair of the city's water system; including, but not limited to: taking water samples and sending to Pierre and/or Denver as required; installing, maintaining and repairing water mains; reading water meters; repairing and installing water meters; ordering parts as necessary; maintain fire hydrants.

-Performs operations, maintenance and repair of the city's wastewater system; including, but not limited to: maintaining and repairing sewer mains, lift stations, manholes, equipment, and collection lines; maintain property including mowing around the lagoon; take water samples and keep records as required by the EPA, SDDENR and City.

-Performs various duties involving maintenance and operations of the park system; including but not limited to: picks up garbage, mows, plants and cares for trees and flower beds; cleans, paints and maintains bathrooms; and maintains and repairs playground equipment.

-Removes snow using heavy and special snow equipment and assists in the spreading of sand on roads and runways when required by weather conditions.

-Performs various duties involving the maintenance, repair and construction of city streets and alleys, i.e., seal coating, sweeping, blading, patching, painting, mowing, weed spraying, snow removal.

-Checks and performs general repairs to all city equipment including heavy/light equipment used in the construction and maintenance of city streets, parks, landfill, airport and water and wastewater systems.

-Attends training sessions as required.

-Maintains good public relations with the general public and employees.

-Performs other such duties and functions as assigned.

-Rotating on-call schedule shared with other public works employees.

NECESSARY QUALIFICATIONS

-A combination of two years' experience in the operation of all types of heavy/light equipment used in construction and operations and maintenance of water and wastewater treatment facilities; or any such combination of education, experience and training as may be acceptable to the hiring authority.

-Must hold a valid South Dakota driver's license and be able to obtain a South Dakota commercial driver's license within 30 days.

-Possession of Class I Water Distribution, Class I Wastewater Treatment, and Class I Wastewater Collection certificates or the ability to obtain them within 24 months of hiring, dependent upon availability of certification courses offered.

-Knowledge of chemicals as related to the control of weeds, insects, etc.

-Ability to communicate well, both orally and written.

-Ability to maintain effective working relationship with employees and the general public.