

**CITY OF WALL  
PUBLIC WORKS EMPLOYEE**

A Public Works (PW) employee shall work under the direction of the Public Works Director (PWD). In the absence of the PWD while on vacation or sick leave, the PW employee shall accomplish the list of duties assigned by the PWD and/or follow direction of the employee assigned to be in charge by the PWD during their absence. *(Updated 3/30/2015)*

**NATURE OF WORK**

Perform all activities relating to parks and recreation, pool, animal control, and all day-to-day activities of the public works department.

**OBJECTIVE AND SCOPE**

The employee will participate in all the skilled phases of work operations; routine maintenance and repairs activities are performed independently with a work crew. The employee will attend city council meetings as requested and needed.

**SPECIFIC RESPONSIBILITIES**

- Keep documentation of all activities throughout the day and forward copies to the Public Works Director; who will then forward a copy to the Mayor and Finance Officer.
- Determines work procedures, prepares work schedules, and expedites workflow.
- Perform duties and examine work for safety, exactness, neatness, and conformance to policies and procedures.
- Responsible for the operation and maintenance of pool mechanical operations to include the filtering system, re-circulating pump, chlorination, flow meter, chemical metering pumps and valves. Ensures proper amounts of chemicals are used in pool operations. Responsible for the overall maintenance of the pool.
- Organize and inspect parks and recreational repair and maintenance.
- Responsible for the capture of stray animals, and transport them to the animal shelter as per ordinance and upon approval from the mayor, committee and finance officer.
- Cares for, feeds and houses animals at the animal shelter; logs all incidents concerning animal control.
- Responsible for the maintenance of the city streets, to include but not limited to; snow removal, cleaning, repairs, locating defects, chipping & sealing, painting, filling crack and holes and signage.
- Operates public works equipment, maintain public property and performs general maintenance.
- Responsible for all water hookups and disconnects. Ensures proper maintenance of meters and inspects installation of new water services. Read meters and provide accurate data to city finance officer within a timely manner.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to understand and follow oral and written instructions.
- Knowledge in public works operation and public works maintenance.
- Ability to establish and maintain effective working relationships with other personnel and the general public.
- Knowledge of methods, tools, and equipment for public works repair and maintenance.
- Ability to obtain certification in water, wastewater, and other applicable areas if required.
- Must have or be able to acquire a Commercial Drivers License (CDL).
- Skills in use of hand and power tools and various types of motorized equipment.

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Date

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Signature