

**CITY OF WALNUT**  
**POSITION DESCRIPTION**

**TITLE: Public Works**

**DEPARTMENTS:** Water, Wastewater, Streets, Parks, Facility Management and Maintenance.

**JOB FUNCTIONS:** Responsible to operate, maintain and upgrade, as needed, all facets of the city water, wastewater, maintenance of streets, parks and all city property.

**JOB RESPONSIBILITIES:**

Water:

1. Operate and maintain the water treatment and distribution systems according to all applicable laws.
2. Test water for chlorine, fluoride, iron, nitrates and any other element's levels as required by permit; maintain records of all testing.
3. Perform necessary functions for the city water system on holidays and weekends on a rotating basis with the public works employee.
4. Exercise valves on a regular schedule. Maintain records of this exercising.
5. Arrange to have the pumps and any equipment in the water system inspected and serviced as needed.
6. Place locate requests with Iowa One Call.
7. Post required notices and shut off water to property as needed.
8. Install or replace water meters and remote reading equipment as needed.
9. Operate the remote water meter system to capture the monthly meter readings for the entire City and capture specific address readings as needed during the month.
10. Maintain adequate levels of chemicals for water treatment.
11. Drain water tower for inspection and/or painting as needed; inspect tower (or arrange for such) for scratches or chipped paint.
12. Flush fire hydrants on semi-annual basis and repair or replace as needed.
13. Complete back washing.
14. Flow test/pressure test all fire hydrants on an annual basis.
15. Locate, repair, and/or replace (or arrange for such) of water mains and service lines as needed.
16. Complete and file water reports as needed or required.
17. Keep water plant in clean, organized condition.
18. Service and clean water utility pickup as needed.
19. Maintain water maps and GIS system.
20. Maintain records of all backflow prevention devices and their annual inspections in Walnut. Arrange for the annual inspection of any City of Walnut owned backflow prevention devices.

21. Attend training sessions to acquire and/or maintain Water Distribution System License II, Water Treatment Certification Grade II through Iowa DNR.

Waste Water:

1. Operate and maintain the Waste Water Treatment Lagoons and the entire sanitary sewer system.
2. Perform necessary functions for the city waste water system on holidays and weekends on a rotating basis with the public works employee.
3. Take and submit sewer samples for testing as required by permit. Maintain records of all testing.
4. Inspect lift stations as necessary; check flowchart and record usage.
5. Locate and arrange for repair and/or replacement of sewer mains and manholes as needed.
6. Exercise valves on a regular schedule. Maintain records of this exercising.
7. Arrange to have the pumps and any equipment in the sanitary sewer system inspected and serviced as needed.
8. Spray weeds when needed.
9. Oversee construction and maintenance of the sanitary sewer system.
10. Maintain sewer maps and GIS system.
11. Attend training session to acquire and/or maintain Wastewater Certification Grade II through Iowa DNR.
12. Complete waste water reports as needed or required.

Streets:

1. Maintain all City signs, signals, paint crosswalks and parking markings.
2. Maintain, clean and repair storm sewers and catch basins as needed.
3. Spray weeds along roadways and City maintained sidewalks when needed.
4. Remove snow, ice and debris from streets as needed.
5. Maintain street maps, GIS information and coordinate with City staff.
6. Maintain, hang, remove and store (or arrange for such) pole banners and holiday street decorations.

Grounds:

1. Maintain grounds on all City property.
2. Trim and/or remove (or arrange for such) trees on City property as needed.
3. Spray weeds (or arrange for such) when needed.
4. Trim and mow.
5. Maintain (or arrange for such) all City property structures as needed.

Equipment:

1. Operate all City equipment as needed.
2. Perform (or arrange for such) general maintenance and repair work on all City equipment as needed. Maintain accurate equipment records.

3. Arrange for the rental of equipment as needed.
4. Obtain and maintain the appropriate Commercial Driver's License (CDL).

Miscellaneous:

1. Issue needed disciplinary actions – verbal and written warnings – as needed. Keep an accurate record of such warnings showing at least: employee name, date, as well as details about the incident and what was discussed if verbal and a copy of any written warning. Place a copy of this record in the employee's personnel file at the City Clerk's office.
2. Contact the Mayor when verbal and written warnings have not proven to be effective and when disciplinary actions need to be escalated.
3. Ensure compliance with OSHA and other safety regulations including postings, equipment use and procedures.
4. Keep an accurate time card and submit it weekly to the City Clerk's office.
5. Notify the Mayor or City Clerk and the Public Works employee directly if you are unable to be present for work or unexpectedly detained. Upon your return, report to the Mayor or City Clerk. Inform the Public Works employee.
6. Help establish and keep up to date a city emergency response plan and participate in putting the plan into action in case of an emergency.
7. Respond to emergencies and situations that cannot wait for a response during regular business hours to ensure the operation of all City functions or preserve private property. This may involve answering you City cell phone during non-regularly scheduled work hours.
8. Dispose of dead animals and other disposable items as needed from City property.
9. Arrange for locates of underground utilities prior to excavating projects and locate utilities as requested by Iowa One Call.
10. Report to the Pottawattamie County Sheriff any vehicles parked illegally on City property.
11. Assist in compiling a list of properties in violation of City code. (Examples: mowing ordinance, nuisance ordinance, junk car ordinance or parking ordinance.)
12. Attend City Council meetings as needed to report activities, answer questions and obtain approval for projects when required.
13. Order parts and supplies for operations, projects and equipment as needed.
14. Review all City property and equipment with the ICAP agent to ensure proper coverage.
15. Compile an quarterly list of projects/task to complete.
16. Compile an annual list of needs for the budget planning process. This list should be completed by mid-December.
17. Be aware of all City policies as listed in the City of Walnut's Employee Handbook or as may be updated. This manual will be updated as needed. All updates become effective once adopted by the Walnut City Council.
18. Keep the City Clerk informed of any planned absences.
19. All other duties as may be needed or assigned.

**CONTACTS:** The incumbent in this position makes frequent contact with the City Clerk and Deputy City to exchange and interpret information. Also makes frequent contact with the Mayor to exchange and interpret information. Also makes frequent contact with the Public Works employee to observe and direct work, exchange and interpret information. Contacts with residents are significant and regular and usually involve the exchange and conveyance of information. Contacts made with persons outside of the city are infrequent and are usually with vendors and/or contractors and involve the exchange and interpretation of information regarding City projects or supplies/equipment purchases.

**EQUIPMENT USED:** Tractor, trucks, skid loader, mowing equipment, various hand and power tools, shoring and other equipment needed to perform duties. Most power equipment requires specific operational and maintenance training; perform minor maintenance activities on most power equipment as needed.

**QUALIFICATIONS:**

- A. Education – High School graduate or equivalent required.
- B. Certifications – Must have or be willing to obtain in a timely manner, Grade II Water Treatment, Grade II Water Distribution and Grade II Wastewater Treatment Certifications and be able to maintain current requirements.
- C. Must participate in and be able to pass a drug and alcohol screening program as part of the CDL requirements. Some knowledge and/or training in heavy equipment operation and maintenance preferred.
- D. Experience – Experience operating municipal water and wastewater systems preferred. Some experience in heavy equipment, grounds maintenance or related areas preferred.
- E. Special Abilities – Must have good organizational skills; must be a self-starter and have good communication skills to interact with City Officials and citizens and manage numerous maintenance related projects in the city; should have broad knowledge of City operations from maintenance perspective.
- F. Physical Requirements – Must be able to lift objects weighing in excess of 90 pounds on an occasional basis and carry, push or pull them up to 10 feet unassisted, able to work in confined work areas and occasionally from heights; must be able to stand, sit, listen, watch, crouch, stoop, kneel, bend, climb and balance for extended periods of time in all weather conditions. Must be willing to take a Pre-Employment Physical.
- G. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen's expectations under time deadlines.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other

reasonable duties requested by City Officials and staff. The level of involvement may vary based on need and individual capabilities.

**DISCLAIMER**

All duties and requirement in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.