

**JOB DESCRIPTION**  
**CITY OF ASH GROVE, MISSOURI**

Job Title: Public Works Employee

Primary Purpose, Definition: Under general supervision, performs a variety of maintenance work in assigned areas within the Public Works Department and operates a variety of equipment in the construction, repair, maintenance, and replacement of City infrastructure and related systems: operates trucks, equipment, power, and hand tools: demonstrates a complete understanding of all applicable policies, procedures and work methods associated with assigned duties: performs other related duties as required.

Functions, Tasks, and Duties:

1. Assists in reading water meters.
2. Assists in installing new waterlines and waterline extensions.
3. Assists in flushing hydrants.
4. Assists in maintaining and repairing water and sewer systems.
5. Assists in cleaning sewer mains.
6. Assists in hauling sludge and maintenance and cleaning at the waste treatment plant.
7. Assists in mowing all city-owned property and rights-of-way.
8. Assists in maintaining all streets (repairs, snow removal, etc.)
9. Deals with the public professionally and courteously.
10. Performs other functions, tasks, and duties as assigned.

Qualifications:

Experience/Training:

1. Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Public Works employee or the ability to learn such in a timely manner.

Skills and Abilities to:

1. Follow oral and written instructions and perform required duties competently as a work crew member.
2. Communicate effectively and courteously with co-workers and the general public.
3. Able to operate backhoe, mower, sludge truck, and other required equipment.

Education:

1. High School Diploma or equivalent.
2. Possess a valid driver's license from the State of Missouri

Physical, Mental & Working Conditions:

Position requires sitting, standing, walking on unlevel and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties. The position also requires near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment, and supplies weighing up to 50 pounds is also required. The employee may use chemicals and lubricants that could expose the employee to fumes, dust, and air contaminants. The nature of the work may also require the employee to climb ladders, work at heights over 10 feet, work in confined spaces, use power and noise-producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The employee regularly works in outside weather conditions and near moving mechanical parts. The employee regularly works outside in wet, hot, and cold conditions and is frequently exposed to vibration and street/road traffic. The employee is occasionally exposed to fumes, airborne particles, and toxic or caustic chemicals. The employee is required to respond to after-hours emergency callouts.

Supervision: The employee is under the direct supervision of the Public Works Director.

This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job functions, tasks, and duties. It is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and either party may terminate employment.

The City of Ash Grove is an Equal Opportunity Employer. We consider applications for all positions regardless of race, gender, creed, religion, sexual orientation, national or ethnic origin, or any other legally protected status.

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Employee Signature

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Date

*Updated: January 23, 2023  
September 1, 2007*