

Position Description

Class Title: Public Works-Laborer / Animal Control Officer

Pay Scale: \$12.50-\$14.00/hour DOE + Benefit package + 50% of all fines collected

General Purpose:

Provides a variety of routine and complex duties for the City of New Meadows.

Supervision Received:

Works under the general supervision of the Public Works Supervisor and or City Manager.

Essential Duties and Responsibilities:

- Perform various routine tests on the waste water treatment plant and water facilities;
- Record various data on approved forms;
- Install water & sewer service lines;
- Provide maintenance for the City Park utilizing the City's equipment;
- Operate City Equipment safely and efficiently;
- Perform routine maintenance on the City vehicles;
- Conduct City street snow plowing;
- Maintain City equipment and water and sewer facilities and equipment;
- Administer routine water meter readings accurately;
- Maintain streets, street signs and drainage systems;
- Manage assigned operations under supervision of the Public Works Department Supervisor;
- Perform all other duties, as assigned;
- Patrol the community for stray, unlicensed, and nuisance dogs;
- Write Notices of Violations to owners of dogs;
- Feed, water and generally care for dogs in custody;
- Turn in Notices of Violations to City Hall in a timely manner;
- Prepare duty / status reports monthly for the Mayor and or City Council;
- And all other duties as assigned related to animals / water / sewer / public works.

Desired Minimum Qualifications:

Education and Experience:

Two (2) years of related experience; or

Any equivalent combination of education and progressively responsible experience

Necessary knowledge, Skills and Abilities:

Thorough knowledge of modern records management techniques and basic math function capabilities.

Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, officials and the

public; ability to communicate effectively, verbally and in writing; ability to plan, organize and carry out assignments.

Special Requirements:

Have or be willing to attain water/sewer operators certification within 2 years.
Must have a valid State of Idaho Driver's license and a CDL, or ability to obtain one.

Skill in operation of listed tools and equipment:

Must have a knowledge of basic hand tools, and the ability to operate a backhoe, dump truck, grader, and basic hand tools.

Basic knowledge of water and sewer systems.

Physical Demands:

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.

While performing the duties of this job, the employee is frequently required to sit, walk, talk and/or hear, use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. Also must be able to climb ladder.

The employee must routinely lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The noise level in the work environment is usually moderate. Work may be performed in cold and or hot weather in rainy or windy conditions.

Selection Guidelines:

Selection guidelines may include: formal application; rating of education and experience; oral interview and reference check; job related tests may be required; and pre-employment drug testing.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.