



Sugar City

Steve Adams, Mayor
Wendy McLaughlin, Clerk-Treasurer
Arlynn Jacobson, Public Works Director
Quinton Owens, Building Inspector
Kimber Jones, Code Enforcement Officer

CITY OF SUGAR CITY CLASSIFICATION SPECIFICATION

PUBLIC WORKS Assistant / City Maintenance

Department: Public Works Reports to: Public Works Director

Starting pay: \$17 – 18 per hour DOE

CLASSIFICATION SUMMARY

The Public Works Assistant helps and assists the Public Works Director in all of his responsibilities pertaining to the Public Works Department, which includes the Streets, Water, Sewer, Parks and Rec.

The primary function of the Public Works Assistant is to provide leadership and technical support for the City’s public infrastructure. This includes helping managing the seasonal help and providing the necessary training needed. The Public Works Assistant reports directly to the Public Works Director. The majority of their work is done in the field and shop but also requires some office work.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Assists and provides input on hiring of seasonal employees. Helps train, supervise, and instruct seasonal employees on their job duties in the field. Makes sure all seasonal workers are trained and adhere to all safety and regulatory requirements.

Provides and gives recommendations on projects and budgets that pertain to the streets department and equipment capital improvements and maintenance. Inspects, maintains, collects and records information pertaining to signs, sidewalks, paths and street maintenance. Ensures that all traffic and street signs meet all necessary requirements and are replaced when needed. Also makes sure all entrances signs and roadside are taken care of and weeds are mowed on a regular basis. Is responsible for making sure all trees and shrubs in the city right of way are trimmed according to city code. Regularly cleans out all city storm drains and makes sure they are working correctly. Runs the sweeper truck and makes sure all curbs and gutters and kept clean of debris. Performs and keeps accurate records of equipment maintenance and services. Is capable of fixing and performing all minor equipment repairs and is responsible for keeping the shop stocked with all necessary equipment parts.

Operates and oversees the use of City heavy equipment, including dump trucks, loaders, backhoes, road graders, and street sweepers. Operates a variety of hand tools, power tools, and specialized equipment, such as air compressors, chainsaws, hot saws, jumping jackets, plate compactors, and jack hammers. Ensures proper placement of work zone traffic control devices and performs flagging duties as needed to protect public safety. Ensures manufacturer recommended maintenance is performed, other needed maintenance is performed and plans for equipment replacement. Also helps over see the city snow removal program during the winter.

Inspects, maintains, collects and records information pertaining to the city parks and facilities. Inspects each park on a weekly bases and makes sure that all sprinklers are working and that everything is functioning correctly and that there are

no safety hazards to the public. Makes sure all parks, sports fields, tennis courts, facilities, shelters, and playground equipment are well kept, clean and available for public use. Helps oversee the sports league and make sure that there are no scheduling conflicts. Communicates directly with coaches and to make sure that all rules are being followed and that the parks are kept clean. Is responsible for making sure all parks sprinkler backflow devices are inspected each year and working properly. Helps assist the public works director in designing and planning all future park growth and plans. Works with developers to make sure all new parks meet city needs and are designed according to plans and city standards. Is responsible for overseeing City events and activities such as Sugar Days, Treats in the Street and The Christmas Tree Lighting. Coordinates, makes assignments, and finds volunteers to help with these events. Serves on the City trails committee and helps plan out future trails and paths within city limits and works with surrounding cities and counties to incorporate our paths and trails with theirs.

Provides and gives recommendations on projects and budgets that pertain to the water and sewer departments. Inspects, maintains, collects and records information pertaining to the city water and sewer infrastructure and facilities. Gathers weekly information such as reads, pump run time, visually inspects each site and runs weekly test to ensure that all equipment is functioning properly. Monitors each site on a daily bases and preforms preventative maintenance test on all equipment. Tracks and makes sure generators are inspected and services on a regular schedule. Gathers information and coordinates with the city's GPS unit and inputs them into our mapping system and ensures that all information is correct and available. Helps assist the Public Works Director on all new development by reviewing infrastructure plans and helping witness all necessary testing involved and preforms inspections to make sure it is installed according to city standards. Preforms yearly maintenance such as manhole inspections, exercises water valves and hydrants to ensure that everything is operating correctly and records all information. Installs water meters and radio reads on all city water services and tests them on a routine schedule. Helps read water meters when the meter reader is unavailable. Ensures that all sprinkler backflow devices are inspected that are connected to the city water system and keeps accurate records. Preforms all emergency repairs and is responsible for keeping the shop stocked with all necessary water and sewer parts. Must be capable of operating a backhoe or excavator when doing water and sewer line repairs.

EMERGENCY RESPONSE & ADDITIONAL DUTIES

Helps serves as an emergency on-call personnel after regular hours to respond to emergencies impacting City infrastructure. Performs additional related duties as required, maintaining flexibility to adapt to changing City needs and priorities. Serves on the on-call snow removal during the winter months and assists in plowing. Is required to live within 20 minutes of city limits to be able to respond to an after-hour emergency.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED is required;
- Basic Machinic experience is preferred.
- Must have basic computer skills and be capable of tracking repairs and services along with other basic software training.
- Basic equipment operating skills is preferred.
- Must have a valid driver's license.
- Physical strength to lift and carry objects up to 25 pounds regularly and up to 75 pounds occasionally.
- Personal mobility, agility, and stamina for strenuous activities in diverse weather conditions and outdoor environments.
- Must possess sufficient clarity of speech and hearing for effective communication, discernment of verbal instructions, and recognition of equipment alarms.
- Visual acuity is required to review blueprints, documents, and other written instructions.
- Manual dexterity is necessary for operating heavy equipment and hand tools and making adjustments to City machinery.
- Lawn care and sprinkler experience is preferred.

- Licensed sewer and water operator is preferred.
- Preferred: Class B CDL, and several years of experience pertaining to the job.
- Will be required to live within 20 minutes of city limits for after hour on call purposes.

- Will be required to obtain an Idaho Class I and II Water Distribution and Class I Wastewater Collection certifications and a Traffic flagger certification in an appropriate time as determined by the Public Works Director.

BENEFITS

- Paid Holidays
- Paid vacation and sick leave
- PERSI Retirement
- Paid cell phone
- Dental, vision, and accidental insurance. (Health insurance isn't currently available.)