



Public Works Maintenance Assistant

DEFINITION

Under direct supervision, perform a variety of general manual work in solid waste collection, recycling, street maintenance, weed eradication, or similar functions; may occasionally drive a truck.

SUPERVISION RECEIVED

Reports to a full time public works employee in the Streets or Sanitation Division.

SUPERVISION EXERCISED

No supervision exercised.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform manual labor in the repair and maintenance of streets and public rights-of-way; perform maintenance, housekeeping duties, and/or grounds maintenance around plants and installed appurtenances, such as removing weeds and/or snow from around fire hydrants.

Handle and use hand and power tools.

May occasionally operate a truck or light and medium duty equipment, if qualified, and when specifically authorized by the division supervisor or Department Head.

Collect, load, and unload refuse; may occasionally drive packer truck on fill-in basis.

Collect, sort, and dispose of recyclable materials.

Eradicate weeds utilizing manual and motorized equipment.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

Labor methods and safety precautions.

Ability to:

Properly maintain assigned areas.

Follow instructions.

Perform assigned tasks properly and efficiently.

Establish and maintain effective working relationships with co-workers and the public.

MINIMUM QUALIFICATIONS

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Age Requirement:

Must be 18 years of age or older.

License or Certification:

A valid Wyoming, Class B or Class C driver's license may be required for some positions in this class.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to stand, walk, bend, stoop, crouch, twist, and grasp; lift, carry, push, or pull heavy weights up to 60 lbs. on a regular basis; climb up and down a ladder; exposure to hot, cold, outdoors, chemicals, mechanic hazards; ability to travel to different sites and locations.

Effective date: October 2003

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