

City of Eupora – Job Description

Job Title: Maintenance Worker – Public Works/Streets

Position Function:

The Public Works/Streets Maintenance Worker position performs tasks involving physical labor at street, highway, and heavy construction projects as well as day-to-day operations across the City of Eupora. The position may operate a variety of hand tools, power tools, mowers, tractors, and other city equipment to complete daily maintenance and special projects. Additional duties include but are not limited to site preparation, digging trenches, cleaning rubble and debris, removing waste materials, cleaning stormwater drains, and other tasks related to daily maintenance.

Position Hours:

Public Works employees for the City of Eupora work Monday – Friday from 6:30 am until 3:00 pm.

Essential Duties and Responsibilities:

- Performs construction and maintenance work in public works areas including streets, sidewalks, storm water and drainage systems, clearing culverts, street sweeping, graffiti abatement, landscape installation and maintenance, and traffic signage and striping.
- Breaks and removes pavements; digs, shovels, hauls, and loads soils, sand, gravel, cement, asphalt mixes and other materials, tools, and equipment; cleans up work sites upon completion of job.
- Sweeps and shovels debris and litter, carries cans and heavy objects and loads trucks; assists in emptying loads at dump sites.
- Operates various types and sizes of trucks and motorized equipment, such as dump trucks, tractors, skip loaders, bobcats, backhoes, front loaders, jackhammer, chainsaws, and other power tools; inspects vehicles and reports maintenance as required.
- Operates air compressor and pneumatic air tools, including breaking guns and concrete saws; uses hand tools including shovels, picks, brooms, wheelbarrows, rakes and rollers, and a variety of small hand tools for a variety of trades.
- Drives vehicles to work sites and sets up and removes barricades to protect crews from street traffic including lane closures; directs traffic in roadways to protect crews.
- Removes and installs of street lighting poles and fixtures; maintaining, repairing, and making alterations to buildings, facilities, and equipment; remove and/or paints over graffiti on private and public property; assisting in the fabrication, assembly, and installation of traffic signs.
- Lays and rakes, rolls, and irons hot asphalt and oil spray.
- Performs rough carpentry and pipefitting.
- Techniques, methods, tools, and material used in applying paint and other protective coatings to a wide variety of surfaces, including wood, concrete, stucco, and metals.
- Builds and removes forms; mixes, sets, trowels, and finishes concrete, cement, and masonry.
- Performs storm drain maintenance, removes, and replaces drains; cleans and removes debris from drains.
- Measures and lays out center lines, crosswalks, and other line markings.

- Maintains records of work performed.
- Meets with and responds to inquiries and concerns from the public.
- May assist other areas in the removal and installation of street lighting poles and fixtures; maintaining, repairing, and making alterations to buildings, facilities, and equipment; remove and/or paints over graffiti on private and public property; assisting in the fabrication, assembly, and installation of traffic signs.
- Performs weed abatement duties and applies herbicides as needed.
- Performs other duties as assigned by supervising staff or the Mayor and Board of Aldermen.

Minimum Required Education and Experience:

Education:	High School Diploma
Experience:	1-2 years previous training / experience involving general maintenance work, grounds keeping, equipment operation or related experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Substitutions Allowed for Education:

None

Substitutions Allowed for Experience:

None

Knowledge of:

- Techniques, tools, and materials used in the construction, maintenance, and repair of streets, gutters, sidewalks, storm drains, and related facilities.
- Operation and maintenance of a wide variety of hand and power tools and equipment common to the field.
- Operation of motorized vehicles and equipment common to the field.
- Proper placement of cones, barricades, and warning devices and directing traffic flow at job sites.
- Techniques, methods, tools, and material used in applying paint and other protective coatings to a wide variety of surfaces, including wood, concrete, stucco, and metals.
- Applicable Federal, State, and local laws, codes, and regulations.
- Safe work methods.
- Basic principles of mathematics.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Safely and effectively perform basic construction, modification, maintenance, and repair work.
- Use a variety of hand and power tools and heavy equipment, (including mowers, tractors, skid steer, and backhoe) used in the type of work being performed.
- Understand and follow oral and written instructions and to work from sketches, blueprints, and diagrams.
- Safely and skillfully operate motorized vehicles and equipment used in the course of work.
- Perform heavy physical labor.
- Estimate time and materials for completion of projects.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Certification or Licensure Requirements:

Valid Mississippi Driver's License

Additional Information:

Must possess mobility to frequently stand, sit, walk, perform work on uneven and slippery surfaces; climb stairs and ladders; use hands to handle, feel, grasp, operate objects, tools, or controls; and reach overhead with hands and arms. Employees need vision to read printed materials and a computer screen; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification frequently bend, crouch, stoop, kneel, twist, crawl, grasp, reach, push, and pull. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds.

The above essential duties are representative of the major duties of this position and specific duties and responsibilities may vary based on departmental needs. Other duties may be assigned to the above consistent with knowledge, skills, and abilities required for the job. Not all the duties may be assigned to a position.

CITY OF EUPORA

Employment Application

(Attach Resume if available)

Date of Application: Month _____ Day _____ Year _____

Name _____
(LAST) (FIRST) (MIDDLE)

(Any other name, such as nickname, maiden name, or assumed name, needed to verify contents of this application)

ADDRESS _____
(NUMBER) (STREET) (CITY) (STATE) (ZIPCODE)

Telephone Number _____ Male () Female ()
Last Previous Address _____ No. residence in last five years _____
(Street, P.O. Box or RFD No.)

How long have you lived in this vicinity? _____

Are you a U. S. citizen or lawfully in the U. S. and eligible for work? _____

If employed, will you provide documentation establishing that you may legally be employed in the U.S.? _____

Do you have transportation to and from work? _____ How? _____

Have you ever been convicted of a crime other than a minor traffic offense? If, yes, please explain. (A conviction will not necessarily bar you from employment. Factors such as the nature of the offense, how long ago it occurred, age, and rehabilitation will be considered in relation to job requirements.) Yes () No ()

If answer is yes, explain: _____

U. S. Military Experience

Have you served in the U. S. military? Yes () No ()

Branch _____ Rank at Discharge _____ Date of active duty from _____ to _____

Duties and Any Special Training _____

Occupational and Educational Data

Job Wanted _____ What wage do you expect? _____

Have you ever applied here before? _____ When are you available? _____

What is your skill or trade? _____

Operate what machines? _____

Have you worked for the City of Eupora before? Yes () No () Where? _____ When? _____

Supervisor _____ Why did you leave? _____

Education	Name & Address of School	Course	From	To	Last year attended & Grade Completed
Elementary	_____	_____	_____	_____	_____
High School	_____	_____	_____	_____	_____
Or Technical	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Business or	_____	_____	_____	_____	_____
Correspondence	_____	_____	_____	_____	_____

DO NOT GIVE RELATIVES OR FORMER EMPLOYERS

References
Personal Ref: _____ Address _____ Bus. Or Home Phone _____ Bus. _____
Occup. _____

Personal Ref: _____ Address _____ Bus. Or Home Phone _____ Bus. _____
Occup. _____

Personal Ref: _____ Address _____ Bus. Or Home Phone _____ Bus. _____
Occup. _____

List your last or present job first and then others in order back from that one. LIST ALL FORMER EMPLOYMENT.

Present or
Last Employer _____ Address _____ Phone _____
Name of
Supervisor _____ Starting Date _____ Leaving Date _____ Rate of Pay _____
What work
Did you do? _____ Reason for
Leaving _____

Present or
Last Employer _____ Address _____ Phone _____
Name of
Supervisor _____ Starting Date _____ Leaving Date _____ Rate of Pay _____
What work
Did you do? _____ Reason for
Leaving _____

Present or
Last Employer _____ Address _____ Phone _____
Name of
Supervisor _____ Starting Date _____ Leaving Date _____ Rate of Pay _____
What work
Did you do? _____ Reason for
Leaving _____

Present or
Last Employer _____ Address _____ Phone _____
Name of
Supervisor _____ Starting Date _____ Leaving Date _____ Rate of Pay _____
What work
Did you do? _____ Reason for
Leaving _____

Payroll Tax and Insurance Information

*SOCIAL SECURITY NO. _____ *Date of Birth _____
Number of Dependents _____

List Immediate Family

Relation	Name	Check Those Dependent On You	Age	Home Address	Place of Present Employment	Birth Date	How Long Employed
Spouse	_____	_____	_____	_____	_____	_____	_____
Mother	_____	_____	_____	_____	_____	_____	_____
Father	_____	_____	_____	_____	_____	_____	_____
Brother	_____	_____	_____	_____	_____	_____	_____
Sister	_____	_____	_____	_____	_____	_____	_____
Children	_____	_____	_____	_____	_____	_____	_____
Other members of Immediate Household: _____							

Emergency Notification-
Give name & address of person
With permanent residence Name _____ Relationship _____
Address _____ Phone _____

General Information

Name of persons employed with this Company (if any) who can confirm the information on this application:
Name _____ How long known _____

Statement of Understanding

I understand the City of Eupora's need for complete and accurate information in making employment decisions, and certify that the information I have provided is true and complete to the best of my knowledge. I understand that any false or misleading statements or omissions on my part will be cause for rejection or dismissal.
I authorize the City of Eupora to contact my references and former employers except as I have indicated otherwise in this application, and to investigate all statements I have made herein, and I release both the City of Eupora and all parties contacted from any liability related to such investigation.
I recognize that the City of Eupora's willingness to receive my application for employment does not necessarily mean there are any positions currently available and agree that such acceptance does not obligate the City of Eupora in any way.
I understand that a pre-employment physical may be required and, if so, my employment may be contingent on the satisfactory outcome of that examination.
I understand as a condition of employment I may be called upon to undergo a drug screen at any time during my employment with the City of Eupora.
If I am employed, I agree to abide by City of Eupora polices, rules and regulations. I also recognize that my employment unless otherwise specified is not for any fixed duration, the City of Eupora reserves the right to make changes in my job from time to time, and that the City of Eupora and I have the freedom to terminate the employment relationship at any time either wishes to do so.

Date _____

Signature of Applicant _____

*The Age Discrimination in Employment Act of 1967 prohibits discrimination by reason of age for persons over 40 -Equal Opportunity Employer M/F

Applications remain active 90 days