

CITY OF FAULKTON  
JOB DESCRIPTION

POSITION TITLE: Assistant Public Works Supervisor

JOB SUMMARY: Performs skilled work in all phases of water treatment and supply, wastewater collection and treatment, maintenance and repair of streets and related public works, and maintenance of the airport, swimming pool, carousel park, ball parks, and city park, under the direction of the Supervisor, Mayor, and City Council.

TASKS PERFORMED: (Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.)

Assists with street repair and maintenance activities including cleaning, sealing, crack sealing, cold and hot mix asphalt patching, hauling and storing of sand and gravel, litter pickup, and removal of snow and ice. Including snow removal at airport, city hall, and all other sidewalks on city property such as the city park and carousel park sidewalks.

Maintenance and repair of machinery and equipment.

Empty all trash receptacles belonging to city, at various locations throughout the city.

Assists with ordering of materials, supplies, and chemicals as needed.

Helps clean storm sewers, culverts, catch basins, and drains.

Receive, report, and investigate citizen complaints.

Performs a variety of tasks in the custodial, maintenance, repair and upkeep of city owned facilities.

Assists with overall custodial, grounds, and maintenance duties including but not limited to: cleaning city hall bathrooms, city park bathrooms, ball park bathrooms, city hall meeting room, vacuuming carpets, scrubbing floors, emptying trash, replace light bulbs, painting exterior and interior surfaces, make minor carpentry, plumbing, mechanical, and electrical repairs.

Helps maintain the mechanical operations of the swimming pool to include the filtering system, circulation pump, chlorination, chemicals, and valves. Caulking and painting of the pool and bathhouse. Mowing around the pool and repairs/maintenance to the fence.

Assists with filling and grooming of city ice skating rink.

Assist with Carousel maintenance to include: set up, repairs, and taking down.

Assist with grounds keeping, landscaping, and maintenance activities to include but not limited to: mowing roadways, city park, ball parks, carousel park and airport. Help prepare flower beds for planting, trim trees and shrubs. Identify disease/damaged trees for removal, transplant, fertilize, and water trees, shrubs, and flowers.

Help maintain picnic shelters, carousel, playground equipment, tennis courts, skating rink, fences, and other park properties and facilities. Set up tables, benches, bleachers, for large crowd activities. Set up bicycle racks.

Maintenance and repair of water mains and sewer lines.

Reads meters and provides data to City Finance Office for billing.

Helps maintain records of amount of water pumped, maps of curb-stop locations & water main valve locations, chemicals used and any other pertinent information necessary for efficient operation of the utility department.

Performs preventive maintenance of all system equipment as necessary and as indicated by manuals and instructions. Assists with flushing of all City hydrants.

Assists with the regular maintenance and repair of the sanitary sewer system and maintenance of the City lagoon system, and all related equipment.

Performs other duties as assigned by supervisor, mayor and/or city council.

Investigates and reports water quality and service complaints. Investigates and reports wastewater complaints.

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**WORKING CONDITIONS:** Handles emergency or service calls and works extended hours in adverse weather conditions when required. Some travel may be required for meetings and workshops.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to repair and do maintenance work on automotive equipment and machinery.

General mechanical ability and knowledge to operate tools, equipment, machines, and materials needed for maintenance and upkeep of assigned areas.

Ability to perform manual labor and work independently.

Ability to operate light to medium duty equipment such as trucks, front-end loader, snow plow, and motor grader.

Knowledge of the principles, practices, and methods of public service relating to streets and public property.

Working knowledge of the laws, ordinances and regulations governing street and public property of the city.

Knowledge of processes involved in the supply, pumping and treatment of water.

Knowledge of equipment, materials, and methods used in sewer construction and maintenance, collection and treatment of wastewater and plant operations and repairs.

Awareness of the hazards involved and necessary safety precautions.

Maintain effective working relationships with city officials, other personnel and the general public.

**MINIMUM QUALIFICATIONS:** High school graduate.

Able to understand and effectively carry out oral or written instructions.

Hold certificates required by the State of South Dakota to operate water and wastewater facilities; Class 1 Wastewater Treatment, Class 1 Water Distribution and Class 1 Wastewater Collection.

Hold a valid South Dakota commercial driver's license.