

Assistant Public Works Director

City of Cambridge

Send resume to: 225 Water St. PO 216, Cambridge, IA 50046
Or cityofcambridge@huxcomm.net

Definition:

This position reports to the Public Works Director, performs semi-skilled duties in the maintenance of the municipal water system, wastewater management, road upkeep, cemetery duties and assist with animal control. Other duties as required.

Job Characteristics:

Applicant will perform manual labor and semi-skilled work. Ability to work with the public is a must.

Minimum Qualifications:

- High School diploma or GED Equivalent
- Complete one year (12 months) operational experience in the area of apply; water treatment, water distribution and wastewater duties
- Obtain water and sewer certification within 15 months of employment
- Ability to maintain a valid driver's license
- Basic computer skills including use of microsoft office software
- Basic record keeping as it relates to duties
- Read and write English

Duties and Responsibilities:

- Perform sampling, monitoring and testing as required to maintain compliance with federal, state and local regulations governing water, and wastewater treatment processes
- Assist with the installation and inspection of water, sewer lines and other services
- During the public works director's absence, act as department representative to the public
- Conduct weekend checks as needed
- Maintain open communication with the public works director regarding treatment processes, facility operations and malfunctions as well as recommendations for repairs and improvements
- Assist with mowing as required associated with park maintenance
- All other duties as assigned

Example of Work Duties:

Water:

- Read meters
- Change meters as required
- Repair water curb stops
- Landscape after repairs including seeding
- Take all necessary water samples that apply
- Maintain and install fire hydrants and valves as needed

Wastewater:

- Clean and maintain riprap
- Maintenance of pumps and blowers
- Check manholes as required for backups
- Mowing wastewater area as required

Roads:

- Snow removal
- Fix potholes
- Strip and re-rock edges
- Assist in setup and take down of Christmas decorations
- Maintain city equipment such as tractor, truck, skid loader and other equipment as needed.

Cemetery:

- Snow removal and mowing as needed
- Mark graves, level and reseed graves
- Put up flags
- Debris removal

Animal Control:

- Pick up domestic, wild or unwanted animals

Physical Requirements:

- Ability to climb and descend ladders as necessary to access water system equipment
- Ability to lift 50 lbs.
- Ability to recognize different colors
- Ability to work extra hours and be available for standby duty for emergency call back needs

Please send resume to cityofcambridge@huxcomm.net attention Mayor Bobby Chubbic or to 225 Water St., PO 216, Cambridge, IA. Starting wages will be based on experience.