Public Works Leader

FLSA Status: Full-Time | Non-exempt | Salaried

Principle Function: This position requires individual to operate various trucks and equipment; to operate a backhoe and excavator; to transport equipment, materials and work crews to work sites; and to perform manual tasks as required for the operation of the city.

Qualifications for the Position: High School diploma and/or equivalent training. A minimum of five years of experience in public works. Ability to supervise street crew. Must possess a valid Commercial Vehicle Driver's License (Class B);

Accountable to: Public Works Director

Safety Sensitive Designation: This position is safety sensitive pursuant to the Arkansas Medical Marijuana Act 593.

ESSENTIAL JOB FUNCTIONS:

- Operates hand and tractor mounted mowing equipment to cut grass or brush from ditches.
- Operates hand tools to clean ditches, load materials onto trucks, dig materials from street areas being repaired and to unload and spread repair materials.
- Assist with the inventory of tools, supplies and materials listing purchases, materials used and materials in stock.
- Issues tools, supplies, vehicle keys and equipment to employee's when necessary; maintains daily records listing the employee receiving tools and supplies.
- Notifies the Public Works Director of unreturned and damaged equipment and cases of unreported employee accidents.
- Operates a city pickup truck to run errands, pick up and deliver equipment and supplies.
- Serves as backup to the Public Works Director by transporting employees to work sites, leading employees and completing daily work sheets.
- Performs other related duties as required.