



City of Waverly, Nebraska  
**JOB DESCRIPTION**

14130 Lancashire Street · P.O. Box 427  
Waverly, Nebraska 68462  
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## **Public Works Worker I**

**DEPARTMENT:** Public Works  
**REPORTS TO:** Public Works Director  
**FLSA STATUS:** Non-Exempt, Non-Volunteer, Full-Time

### **JOB SUMMARY**

Under General Supervision, assists with a variety of unskilled and skilled duties in the operation and maintenance of the streets, parks, swimming pool, and cemetery. Operates light, medium and heavy equipment. Reports directly to the Public Works Director. Rotating duty of on-call weekend utility checks and stand-by calls required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

*The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Knowledge of street repair and maintenance
- Ability to operate a variety of light, medium, and heavy-duty equipment including trucks, graders, street sweepers, tractors, mowers, backhoe, and snow plows
- Knowledge of vehicle equipment maintenance and repair
- Performs vehicle and equipment maintenance and repair.
- Assists in the maintenance of the streets including the curbs, gutters, asphalt and concrete finishing, and snow removal.
- Assists in the cemetery maintenance with mowing, trimming, litter removal, raising, placing, and straightening of headstones.
- May assist with water and sewer system maintenance and emergencies.
- May assist with parks and Aquatic Center maintenance and emergencies.
- Assists in City ordinance violation notification and processing.

### **EDUCATION AND EXPERIENCE**

- 1) High school education or equivalent.
- 2) Experience in City operations desired.
- 3) Maintenance background desired.
- 4) Heavy equipment experience is desired.
- 5) Must be able to pass any background, medical, and drug screenings required.

### **ESSENTIAL JOB FUNCTIONS**

- Be punctual and dependable with regular attendance.
- Knowledge of street repair and maintenance. Operation of heavy equipment. Must be able to perform heavy manual labor.
- Must exercise defensive and safe driving practices.
- Must be able to maintain an effective working relationship with employees and the public.
- Ability to work in all weather conditions.

### **WAGES, HOURS, AND BENEFITS:**

Wages per pay scale and are compensated on an hourly basis.

Hours are 7:30 am to 4:00 pm, with Rotating duty of on-call weekend utility checks 10:00 am to 12:00 pm and stand-by calls as needed. Additional hours may be required based on weather and after hours emergency calls.

Eligible for paid time-off, health insurance, dental insurance, vision insurance, life insurance, and HSA. Retirement benefits available after introductory period.

### **LICENSE/CERTIFICATION PREFERENCES:**

Certification as a Class I Water Operator and as a Class I Wastewater Operator is desired, but not required.

Commercial Driver's License (CDL) desired.

Must possess valid driver's license with clean driving record, with the expectation of notifying the City Administrator of any changes to driving record.

### **PHYSICAL REQUIREMENTS:**

Must be able to perform heavy manual labor.

Ability to stand, walk, and sit for long periods of time.

Ability to get in and out of and to operate a vehicle.

Ability to climb ladders and stairs.

Must be able to regularly lift a minimum of fifty (50) pounds and occasionally lift in excess of seventy-five (75) pounds.

Ability to work in all weather conditions.

*Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job summary. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel. This job description may be changed or updated at any time without notice.*