City of Rogersville

PO Box 19, 211 E Center St

Rogersville, Mo. 65742

Phone 417-753-2884

**Job Description**

Assistant Public Works Director

**Summary:** Under direct supervision of the Public Works Director the Public Works supervisor is available to oversee task in regard to general construction, repair, and maintenance of City infrastructure, City Buildings and equipment.

**FSLA Status:** Non-Exempt

**Supervision Received and Exercised:**

* Works under general supervision of the City Administrator
* Works under direct supervision of the Public Works Director
* Exercises supervision of Public Works Supervisor, Public Works Employees and Heavy Equipment Operators as determined by the Public Works Director.

**Essential Duties and Responsibilities:**

1. Oversee task as directed by the Public Works Director to include, but not limited to:
   1. Water line repairs
   2. Street repairs
   3. Lift station/ sewer line repairs
   4. Snow plowing
   5. Tree trimming
   6. Vehicle maintenance
   7. Reading water meters
   8. Assist other departments as requested.
   9. Availability during non-scheduled work hours as required.
   10. Perform other tasks and duties as assigned by the Public Works Director or the City Administrator.

**Knowledge/Skills/Abilities Requirements:**

* Valid State of Missouri Class “B” driver’s license and good driving record, with a DOT tanker endorsement.
* Possess or obtain a Level 3 distribution certificate.
* Posses or obtain at minimum a Class D wastewater license.
* Skill in successful supervision of subordinates
* Skill in establishing and maintaining effective working relationships with elected officials, appointed officials, other staff, and members of the public.
* Skills in handling public contact in a pleasant and professional manner.
* Skills in judging hazardous working environments and safe work practices.

**PHYSICAL DEMANDS**

* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* While performing the duties of this job, the employee is regularly required to reach with hands and arms.
* The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls.
* The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
* The employee may be required to lift and/or move up to 70 pounds.
* Specific vision abilities required by this job include close vision, and the ability to adjust focus.
* The employee may work indoors which may be temperature regulated. Employee may be exposed to extreme weather conditions of hot and cold as well as dust and/or pollen.

**WORK ENVIRONMENT**

* The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

* The position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be a contract of employment. The contents of this position description may be changed without notice, and employment may be determined by either party at will.

Employee Signature and Date