

HELP WANTED

The City of Jefferson, IA is taking applications for a full-time Public Works Employee for the Street Department. Duties include snow removal, mowing, street maintenance, tree trimming and removal, yard waste collection, mosquito spraying and general maintenance duties. Assists all other City departments as required. Salary range is \$46,945 to \$59,883. IPERS and major medical. CDL with Air Brake Endorsement and Category 7D Pesticide Applicators License required within 6 months of employment. Pre-employment physical and drug/alcohol testing required. Application and job description available at City Hall, 220 N. Chestnut, Jefferson IA 50129 and www.cityofjeffersoniowa.org. Position open until filled with first review of applications on August 8, 2025. EOE.

GENERAL SERVICE WORKER

PURPOSE OF POSITION

The position will perform duties related to the Street Department. Duties include all aspects of street maintenance work as well as assisting all other City departments as needed. The person selected for this position will have varied daily duties as determined by the needs of the Public Works Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Works as part of a team to maintain and repair public works infrastructure and city facilities. Operates a variety of construction equipment and vehicles utilized in construction, maintenance, and repair activities; performs a variety of semi-skilled tasks.

EXAMPLES OF WORK PERFORMED:

1. Ensures City streets are maintained and clear of debris or snow. Performs street repair and maintenance such as patching and filling potholes.
2. Helps create a safe and efficient street system by placing or maintaining street signs, signals, striping, painting, or other control mechanisms.
3. Assists with construction projects such as street patching, storm sewer, water mains, alley, parking lot, or minor facility construction projects.
4. Plants, trims and/or removes trees or other landscaping within the right of way or at other public facilities utilizing chain saws, brush chippers and other equipment.
5. Operates trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, materials, and supplies.
6. Operates a variety of construction or power equipment, such as mechanized lift, back-hoe, dump truck, snowplow, grader, end-loader, jackhammers, mowers, tractors, skid loader and other small equipment and tools to maintain street and utility systems.
7. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisors; cleans equipment.
8. Assists with yard waste, brush and leaf pickup program. Clears storm-related debris.
9. Assists other departments within the City as needed.
10. Participates in call-in for snow removal or other emergencies.
11. Understands and follows safety regulations and policies. Helps to develop appropriate safety procedures for individual projects.
12. Applies chemicals to control mosquitos and vegetation.
13. Assists with routine and emergency maintenance of buildings and facilities.
14. Performs any other job functions as deemed necessary by the Public Works Director or department head.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, such as back-hoe, dump truck, pickup truck, tractor, street sweeper, snowplow, road graders, jackhammers, mowers, loaders, chipper, tar kettle, leaf blower, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, mobile radio, phone.

QUALIFICATIONS FOR APPOINTMENT

Required Knowledge, Skills, and Abilities:

Must be able to adapt to a wide variety of work related to the requirements of all city operations. Must possess ability to perform heavy manual labor; to follow oral and written instructions; to keep accurate records; to work out-of-doors in all types of weather conditions. Must have skill and practice safety in operation of city owned motorized equipment. Must obtain a Class B CDL with Air Brake Endorsement and Category 7D Pesticide license within 6 months of employment.

The City of Jefferson is an Equal Opportunity Employer, In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.