



CITY OF RIO COMMUNITIES JOB DESCRIPTION

Position Title: Public Works Worker
Classification: Non-Exempt
Department: Public Works
Supervisor: Public Works Supervisor

Characteristics:

The successful candidate must have high energy, be willing to learn, and the ability to achieve high standards for the City of Rio Communities. This position requires working directly with the City Manager or the designee of the City Manager.

General Statement of Duties:

Performs a variety of entry level duties related to the City Hall and street system construction, pothole repairs, sidewalks, tree and weed control removal. Some unskilled maintenance work, along with setting up/breaking down rooms for meeting or functions.

Typical Functions:

- Follows all personnel policies and procedures as set forth by the City of Rio Communities;
- Generates statistical and informational reports as necessary;
- Compiles data for use in public works studies;
- Possess the ability to work well with the public; ability to read and understand work orders and direction by the Director of public works.
- Ability to maintain confidentiality;

Non-Essential Duties:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimal Qualifications

- Able to perform work functions with limited or little supervision.
- High School diploma or equivalent.
- Valid New Mexico's driver's license required.
- Good oral and written communication skills.
- Ability to work in inclement weather.
- Ability to lift 80 pounds.
- Ability to operate landscaping equipment.
- Ability to work independently and to complete daily activities according to work schedule with minimal supervision.
- Ability to establish and maintain working relationships with co-workers, supervisor, other city personal.

**Suggested Qualifications:**

- Have not been convicted of Felony or Crime of Moral Turpitude.
- Bi-lingual preferred.

Equipment Used: Knowledge to include the use of lawn care and weed removal equipment.

Supervision:

Work is performed under the direct supervision of the City Manager or the designee of the City Manager. Independence of action is stressed in general performance of duties.

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.

While performing the duties of this job, the employee is frequently required to read, walk, sit, talk, and hear. The employee is frequently required to use hands or fingers to handle, feel or operate equipment and reach with hands and arms. The employee is occasionally required to push, pull, stoop, bend or kneel.

The employee must occasionally lift up to 80 pounds and move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee works both inside and outside in all weather conditions and is exposed to cold, hot, wet and/or humid conditions.

The noise level in the work environment is usually quiet to loud

Pre-Employment Requirements:

Must be able to successfully pass a drug screen, background check and the ability to be bonded.

Compensation Type: Hourly position, paid every two weeks.

Exemption Status: Non-Exempt at will employee.

Salary: Starting salary is negotiable depending on qualifications, education, and training in related fields. Compensation is determined yearly by budgetary process. The City worker shall receive the compensation as allowed by the City of Rio Communities Classification and Pay Plan as adopted by the governing body and as amended by said body from time to time or as set in the city budget from time to time.

I have read and received a copy of this job description. I can do the functions listed for the job and meet the minimum qualifications of the job.



Print Employee Name

Employee Signature

Date