



Village of Nampa Job Description Public Works Assistant

1. Reports to:

Public Works Foreman

2. Scope of Position:

a) Performs day to day activities of the Public Works department and the use of equipment.

3. Responsibilities:

a) Operations

- i. Public Works operations ensure the safety, attractiveness and convenience of village roads, streets, sidewalks, storm sewers and drains, brush cutting, snow removal services, etc., in accordance with Village policies.
- ii. To see that all washouts, drain and culvert obstructions and other defects are repaired or guarded with the least possible delay so as to prevent injury in all cases of emergency.
- iii. The shoulders of the roads are properly maintained and free of weeds so that surface drainage is not impeded, and that all brush and noxious weeds are controlled on the roadside.
- iv. Participates in the maintenance and repair of Village vehicles, equipment, materials and tools to eliminate breakdown and safety hazards; complies with operating manuals and accepted, sensible maintenance standards.
- v. To store and provide reasonable protection for all machinery, tools, materials and implements owned or used by the municipality.
- vi. Be vigilant to recognize problems and potential problems and inform the Public Works Foreman to ensure necessary repairs before they become safety hazards and inconvenience to the public.
- vii. The clearing of snow from fire hydrants and some sidewalks, municipal property and parking lots.
- i. Maintains knowledge, skill and expertise at a high level by taking appropriate training courses.
- ii. Other duties as assigned and consistent with the other responsibilities set out in this job description.

4. Working Conditions:

- a) Work is subject to interruptions; some exposure to physical hazard and to severe weather conditions.
- b) Hours of work - as required to deal with evening, night-time and weekend emergencies to determine the condition of streets and roads during or following severe weather conditions, and organizing emergency response by work crews as necessary. Regular winter patrols are required.
- c) Stress is a factor of the position because of the variety of duties and prospects of peak periods in certain seasons and because of the reality of conflict with citizens about Village services and programs.
- d) Physical risks exist on construction sites. Some work must be carried out in inclement weather.
- e) Nature and wide variety of duties places the position in a high public profile.
- f) Some work is subject to strict deadlines.

5. Hours of Work:

- a) Forty (40) Hours per Week - 8:00 am to 5:00 pm Monday to Friday
- b) The nature of the position is such that interruptions can be expected on evenings and weekends to respond to emergencies.

6. Working Relationships:

- a) With Chief Administrative Officer
 - Any dealings in regards to salary, benefits, and general working conditions.
- b) With Public Works Foreman
 - Receives direction and guidance on department activities, programs and projects. Discusses operations, priorities, personnel matters and Village policies.
- c) With Others on Staff
 - Maintains harmonious relations with other staff.
- d) With External Contacts
 - Maintains a professional working relationship with trades people and contractors on special projects.
- e) With the Public
 - Maintains tactful relations; explains Public Works operations carefully and responds to questions and complaints courteously and diplomatically.
- f) With Other Municipalities and the County
 - Maintains good communication and working relationship.

7. Knowledge and Skills:

- a) Good level of mechanical and technical skill, acquired through training and/or municipal experience to resolve problems.
- b) Good communication and public relations skills.
- c) Ability to respond quickly and decisively to emergency situations.
- d) Ability to operate necessary equipment.
- e) Good knowledge of equipment and maintenance.
- f) Good knowledge of proven road maintenance techniques.

8. Formal Education:

- a) At least three (3) years experience working with machinery such as lawn mowers, bobcats, road graders, loaders, backhoes.
- b) Job related training and development.

9. Licenses and Certifications

- a) Must hold a valid Class "5" Drivers License
- b) Possession of a Class "3" Drivers License would be considered an asset
- c) Obtain certain safety tickets as required (Standard First Aid, Ground Disturbance, etc.).