



CITY OF RICE City of Rice Job Description

Position: Part-time – Public Works
Reports To: City Administrator

Department: Administration
Status: Part-time

Salary: \$12 per hour

Job Summary:

Under the direct supervision of the City Administrator, performs highly skilled maintenance, repair, and construction work in the completion of various activities including operations, maintenance and repair associated with the city. This is considered a Journeyman level position.

Duties and Responsibilities:

Operate a variety of tools and equipment including power tools, lawn mowers, trucks, and tractors; perform general maintenance duties including refueling, changing oil, and lubricating machinery parts; Order supplies for Public Restrooms and maintenance supplies; Participate in planning and implementation of special events; Assist other City staff with community events/programs as necessary; When necessary, work with community members on specific public improvement programs and projects; and performs other related duties as assigned.

- **Parks**

1. Pick up litter and debris from park grounds and empty trash cans.
2. Mow Park grounds
3. Trim walking track and walkways
4. Landscape maintenance including the maintenance of irrigation systems, trees, flowers, and shrubs.
5. Clean rest rooms

- **Streets**

1. Pick up litter and debris from street easements.
2. Clean maintenance building.
3. Clean out ditches and culverts.
4. Mow City right-of-ways.

5. Load and haul brush and debris
6. Drive city vehicle between work sites
7. Maintenance of streets and right of ways including patching potholes
8. Maintenance and repair of street signs
9. Services and performs other routine inspections to ensure equipment is in properly working condition.

- **Municipal Buildings**

1. Building and facilities maintenance and repairs including cleaning, sanitizing, and repairing restrooms and other facilities.
2. empty and clean trash receptacles at various locations
3. floor maintenance
4. painting
5. Other building and facility repair, construction, and maintenance.

Skills and Specifications:

- Meets the physical requirements necessary to perform required duties safely and effectively.
- Knowledge of basic operation and maintenance of light and heavy equipment.
- Make daily field decisions.
- Safe work procedures necessary to protect the employee, fellow workers, and the public.
- Properly operate a variety of light and heavy equipment as assigned.
- Understand and follow oral and written instructions.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Work independently in the absence of supervision.
- Keep records.
- Prepare daily reports detailing daily production and work activities performed.

Education and Qualifications

High School diploma or equivalent required. The ability to read, write and communicate at a level sufficient to carry out assigned duties. Minimum of two years' experience in a general field of maintenance, including the operation of light or heavy equipment.