

**CITY OF MALVERN**  
**POSITION DESCRIPTION**

**TITLE: STREET LABORER/MAINTENANCE**

**DEPARTMENT:** Street Maintenance

**LOCATION:** Malvern, IA

**POSITION REPORTS TO:** Street Superintendent

**SUPERVISORY RESPONSIBILITIES:** Work direction to maintenance personnel.

**POSITION FUNCTION:** Mow and maintain City-owned property as required. Maintain streets, curbs and sidewalks in good repair and safe condition. Maintain all City-owned buildings and equipment in mechanically and structurally sound condition. Assist, as needed, with water and sewer functions. Overtime may be required.

**MAJOR RESPONSIBILITIES:**

Essential Tasks:

Streets:

1. Participate in all maintenance activities on City streets, sidewalks and curbs such as grading, construction, repair or reconstruction.
2. Obtain the Core, Seven D and Roadside Herbicide Certification in one (1) year.
3. Assist the Street Superintendent with all City signs, paint crosswalks and parking markings.
4. Maintain, install, clean and repair storm sewers and catch basins as needed.
5. Spray weeds along roadways when needed.
6. Mix salt and sand annually for application to streets as needed.
7. Remove snow, ice and debris from streets and sidewalks as needed.

Grounds:

1. Maintain grounds on all City property.
2. Trim trees on City property as needed.
3. Spray weeds when needed.

Equipment:

1. Safely operate all City equipment on appropriate applications as needed, following all OSHA regulations.
2. Become familiar with all operating manuals for all City equipment and follow all of the listed proper operating procedures to preserve the life of the equipment.
3. Perform general maintenance work on all City equipment as required.
4. Obtain and maintain an Iowa Commercial Driver's License (CDL) Class B with airbrakes within three (3) months.

Water:

1. Assist water system operators with tasks as needed, with growing responsibilities to work towards Grade I Water Treatment and Grade I Water Distribution certifications.
2. Assist with testing of water for chlorine, fluoride, and nitrate levels as required by permit; Assist maintaining records of chlorine, fluoride and nitrate usage.

Wastewater:

1. Assist sewer system operators with tasks as needed, with growing responsibilities to work towards Wastewater Treatment I certification.
2. Assist with the operation and maintenance of the wastewater lagoon.

Miscellaneous:

1. Perform minor maintenance on all City buildings as required.
2. Dispose of dead animal carcasses as needed.
3. Dispose of material deposited in "burn pile" on monthly basis.
4. Put up and maintain City decorations at appropriate times.
5. Properly follow directions from Street Superintendent.
6. Respond to emergencies and situations that cannot wait for a response during regular business hours to ensure the operation of all City functions.

**EQUIPMENT USED:** Backhoe, sewer cleaning apparatus, trucks, skid loader, street sweeper, mowing equipment, various hand and power tools and other equipment needed to perform duties. Most power equipment requires specific operational and maintenance training. The Street Laborer is required to be able to perform maintenance on most power equipment.

**QUALIFICATIONS:**

- A. Education - High School graduate required. Some knowledge and/or training in heavy equipment operation and maintenance preferred.
- B. Experience - Some experience in heavy equipment operation.
- C. Special Abilities - Must have good organizational and scheduling skills; Must be a self-starter and have good communication skills to interact with the citizens of Malvern and perform numerous maintenance related projects in the City; Should have some knowledge of City operations from a maintenance perspective.
- D. Licenses and Certifications –  
Must obtain within three (3) months an Iowa CDL Class B with Airbrakes Endorsement.  
Must obtain within twelve (12) months of hire, the Core, Seven D and Roadside Herbicide Certification.  
Willingness to obtain Grade I Water Treatment, Grade I Water Distribution, and Wastewater Treatment I Certifications
- E. Physical Requirements - Must be able to lift objects weighing in excess of 90# on an occasional basis; Must be able to climb and work effectively at heights in excess of 50 feet; Must be able stand, sit, listen, watch and climb for prolonged periods; Must participate in and be able to pass a drug and

alcohol screening program as part of the CDL requirements.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.