

City of New Haven

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New Haven, MO 63068

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New Haven Public Works City of New Haven, Missouri Position Posting Public Works Department

The City of New Haven is currently accepting applications for the Public Works Department. The Public Works Department performs regular operation and maintenance tasks for the City's infrastructure systems (water, wastewater, natural gas and streets) and facilities. The employee must be able to manage numerous task at once, including work crews, schedules, and maintenance and improvement projects. The employee must be a self-starter and able to work without supervision.

Necessary Knowledge, Skills and Abilities

- General knowledge of public works operations and principles
- Must be able to operate department vehicles and heavy equipment, to include backhoes, excavators, skid loaders, dump trucks and other equipment
- General understanding of municipal ordinances, policies and procedures
- Ability to communicate effectively with co-workers, colleagues and the general public

Special Requirements

- This position is frequently "on call" and when on call must be able to respond immediately to an emergency failure of City infrastructure or other emergency requiring a City response
- Must possess a valid Commercial Driver's License (minimum Class B) or have the ability to obtain one within six months of employment
- Possess or ability to obtain a valid Missouri Wastewater (minimum D classification) and Water (minimum DS II classification) Operator License, and valid natural gas operator qualifications as provided for by federal and state law and regulation

Salary commensurate upon experience and qualifications. The City of New Haven offers an excellent benefits package, including health, dental and vision insurance, paid vacation and other leave benefits, and the Missouri LAGERS defined benefit pension plan. The successful candidate must pass a criminal background check, drug test and other pre-employment screenings as may be required, prior to employment with the City of New Haven.

The complete position posting, including the application and complete job descriptions, are available at New Haven City Hall. For an application and complete job description please contact City Hall, 101 Front Street, PO Box 236, New Haven, MO 63068.

Please submit application, cover letter, resume and professional references to City of New Haven, P.O. Box 236, New Haven, MO 63068 Attn: Kathleen Trentmann, City Administrator or by email to kathy.trentmann@newhavenmo.org.

The position is open until filled. The City of New Haven, Missouri is an Equal Opportunity Employer and participates in E-Verify.

POSITION DESCRIPTION

Position Title: Public Works Laborer

FLSA classification: Non-exempt

Department: Public Works

POSITION SUMMARY

The Public Works Laborer performs a variety of technical, construction and maintenance work related to the operation of City infrastructure systems and other tasks and responsibilities assigned to the Public Works Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Public Works Laborer is responsible for the following tasks and duties:

- Performs regular operation and maintenance tasks for City infrastructure systems (water, wastewater, natural gas and streets) and facilities.
- Operates department vehicles and equipment as necessary for performance of work and duties as assigned.
- Provides regular oral and written reports to superiors regarding the functioning of City infrastructure systems.
- Assists with the City's winter weather response program, to include snow and ice removal, street treatment and other actions as appropriate.
- Assists with department emergency response to damage, failure or other compromise of the City's infrastructure systems.
- Performs other duties as may be assigned.

PERIPHERAL DUTIES

- Performs such duties as necessary to prepare for or respond to a disaster.
- Assists with water and other utility meter reading duties as assigned.

SUPERVISION RECEIVED

Works under the broad policy direction and guidance of the Public Works Director.

SUPERVISION EXERCISED

Supervises employee work crews as assigned.

MINIMUM QUALIFICATIONS

- High school diploma, GED or equivalent

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of public works operations and principles
- Must be able to operate department vehicles and heavy equipment, to include backhoes, skid steers, dump trucks, and other equipment
- General understanding of municipal ordinances, policies and procedures
- Ability to communicate effectively with co-workers, colleagues and the general public

SPECIAL REQUIREMENTS

- This position is frequently “on call” and when on call must be able to respond immediately to an emergency failure of City infrastructure or other emergency requiring a City response.
- Must possess a valid State driver’s license or have the ability to obtain one prior to employment.
- Must possess a valid state Commercial Driver’s License (minimum Class B) or have the ability to obtain one within six months of employment

PHYSICAL DEMANDS / WORK ENVIRONMENT

The Public Works Laborer must be able to stand or sit for extended periods of time; must be able to ascend / descend ladders or other climbing equipment; must be able to crouch or crawl in or out of construction trenches, piping and confined spaces; must be able to operate, steer and control vehicles and heavy equipment; must be able to walk, move and traverse yards and properties to read water and other utility meters; must be able to converse with and exchange information with co-workers and the general public; must be able to observe, assess and detect defects in City vehicles, equipment and infrastructure; must be able to carry and lift equipment and materials weighing up to fifty pounds.

The Public Works Laborer works both in an indoors shop environment and outdoors “in the field” and is regularly exposed to heat / cold, wet / humid, and dry / arid conditions. The Public Works Laborer is occasionally required to use personal protective equipment to prevent exposure to hazardous materials.