



CITY OF ELY

501 Mill Street Ely, Nevada 89301

City Hall (775) 289-2430

www.Cityofelynv.gov

Public Works Service Worker

FLSA Status: Non-exempt

Safety Sensitive: Yes

Created: 06/03/2025

Revised: 06/03/2025

DEFINITION: Under direct supervision, performs routine unskilled and semi-skilled work in general maintenance and care taking of grounds, buildings, and other City Facilities. Work assignment will vary depending upon department.

DISTINGUISHING CHARACTERISTICS: This is the entry level position within Public Works. Incumbents perform the more routine technical duties while learning operational policies and procedures.

ESSENTIAL FUNCTIONS: (*Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*)

- Maintains water and sewer system, and repairs system as needed; maintains wells and installs, repairs, and reads water meters.
- Investigates all components of water and sewer operations such as plumbing, electrical, and chemical.
- Mows, trims, edges, fertilizes, and waters parks and other landscaped areas.
- Cleans grounds and streets and performs necessary manual tasks to eliminate hazards and preserve the beauty of the City and public property.
- Prepare City facility for various meetings, shows, contests, and athletic events.
- Assist with funerals.
- Assist in installing and maintaining sprinkler systems; digging trenches; moving furniture; assist in laying concrete and asphalt; assist in loading and unloading trucks of dirt, construction materials and supplies.
- Clean and perform minor maintenance on equipment and vehicles.
- Operate motor equipment and a variety of hand and power tools.
- Operate heavy equipment
- Engages in public contact with customers and related field personnel.
- Abide by all State and Federal regulations

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Safe work methods and safety regulations pertaining to the work.
- Occupational hazards and standard safety practices;
- Basic mathematical calculations;
- Pertinent federal, state and local laws, codes and regulations.
- The use and minor maintenance of commonly used hand and power landscaping tools and equipment.
- Basic techniques for maintaining landscaped areas; and
- Basic painting, plumbing, concrete, and carpentry methods, tools, and techniques.

Skills To:

- Read and write English at a level necessary to perform essential functions;
- Safely use and maintain hand and power tools related to the work; and
- Learn to operate a variety of water and sewer equipment in a safe and effective manner;

Ability to:

- Work without close supervision in standard work situations
- Contribute effectively to the accomplishments of the team or work unit goals, objectives, and activities.
- Identify unacceptable and/or hazardous waste.
- Corrects and reports safety hazards.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Possession of a high school diploma or equivalency and one year of experience operating piping valves and controls in a process or manufacturing environment.

Required Certifications and Licenses:

Must possess a valid class "C" driver's license.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, stamina, walk on uneven or slippery surfaces; perform heavy manual tasks using hand tools such as shovel and picks; perform repetitive motions, including use of controls with hands and feet; climb up and down ladders; coordination and dexterity to adjust and make minor repairs

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to equipment; strength to lift and carry containers and equipment which regularly weigh up to seventy-five (75) pounds, and may occasionally weigh up to one hundred (100) pounds. Visual acuity sufficient to operate equipment, including depth perception sufficient to maneuver equipment and determine position of equipment components; ability to hear changes in operation of motors and other equipment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Most work is performed outside with exposure to extreme weather conditions including heat, rain, snow, cold, and wind. Frequent exposure to noise, dust, fumes, and odors. Potential exposure to dangerous chemicals, cleaning solvents, paints, and unpleasant materials. Occasional work in confined areas. Work may need to be performed alone and may be done in isolated geographic areas. Frequent interruptions to planned work activities may occur.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Signature: _____ Date: _____