Town of Esto, Florida
The Home of Two-Toed Tom

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Public Works Assistant

Position: Public Works Assistant	Starting Salary: $14.00
Department: Public Works	Job Status: As scheduled

Job Summary

The Public Works Assistant supports the Town's Public Works Department and is critical in supporting the town's infrastructure and ensuring the efficient operation of public works and water systems. The assistant will work under the direction of the Public Works Director and will be involved in both water system operations and general public works maintenance tasks. The Public Works Assistant must demonstrate a strong work ethic, adaptability, and commitment to maintaining high standards of safety and service.

Essential Job Duties - Water System

- Performs the installation, repair and maintenance of flow meters, main and service lines, valves, hydrants and other component parts of the water system as directed by the Public Works Director.
- General repairs of water system leaks.
- Conduct monthly reading of water meters.
- Regular testing and flushing of water lines and fire hydrants.
- Mark the location of utility services in response to 811 service requests.
- Prepare and distribute pre-cautionary boil water notices, and rescission notices.

Essential Job Duties - Public Works

- Maintain Town right-of-way areas and facilities by means of brush cutting, mowing, edging, weed eating, and trimming using both hand tools and powered tools.
- Maintain town roads for washouts, depressions, and potholes.
- Maintain drainage system including gutters, culverts, ditches, or any other drainage structures.
- Operate equipment and vehicles, including back hoes, tractors, mowers, and similar equipment.
- General maintenance of town vehicles, equipment, buildings and facilities.
- Perform heavy manual work in connection with various construction projects and maintenance functions.
- Clean and remove debris after storms including the removal of fallen trees and limbs.
- Inspection, cleaning and stocking of the Community Center following events.
- Clean up of trash and debris at park and other town owned property.
- May be required to work extended shifts after hours, on holidays or weekends in emergency situations.

Minimum Qualifications Education and/or Experience

- High School Diploma or GED
- Ability to operate equipment and hand tools including vehicle with trailer, rake, shovel, hand blower, chainsaw, pole saw, weed eater, pavement saw, compactor, backhoe, tractor, and mowers.
- Possession of a current Florida driver's license and ability to operate Town vehicles.

Knowledge, Skills, and Abilities

- Knowledge of the practices and procedures used in the construction, mechanical, and electrical trade.
- Knowledge of safety practices and safety equipment.
- Skill in the safe operation of hand and power tools and light to heavy equipment.
- Ability to physically perform light to heavy manual labor in all weather conditions.
- Ability to understand, communicate, and follow both oral and written instructions.

- Ability to read, write and do simple mathematics.
- Ability to establish and maintain effective working relationships with others.

Physical Requirements

This position requires the ability and stamina to lift heavy articles and equipment weighing routinely up to 40 pounds. Ability to work in varying environmental conditions including natural heat and cold and harsh weather conditions. Ability to bend over, kneel, and stoop to do the required work. Ability to carry and move tools and equipment without assistance. This position is regularly exposed to dangerous equipment, chemicals and locations.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgement of Job Description

I have read the foregoing job description, understand its contents, and that it is my responsibility to perform all of the necessary requirements as stated above.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, the town reserves the right to modify, add, or remove duties and assign other duties as necessary.

This job description does not constitute a written or implied contract of employment.

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Employee Signature Date