

## City of Livermore Superintendent Assistant

The City of Livermore is seeking to fill the position of Maintenance Assistant. This is a part-time position with an average of 15 – 20 hours per week. Duties will include but are not limited to streets, parks, water, wastewater, garbage, recycling & pool. Pre-employment drug test, physical and valid driver's license is required (CDL preferred). Residency must be within 15 minutes of City Limits. HS diploma or GED required. Salary DOQ. Benefits include IPERS & some Holiday Pay. EOE and Drug Free Work Place. Application & Job Description are available at City Hall or on the City's website at [www.livermoreiowa.org](http://www.livermoreiowa.org). Submit completed application to City of Livermore, PO Box 16, Livermore, IA 50558 or email to [livermore@trvnet.net](mailto:livermore@trvnet.net). Applications accepted until position filled.

Additional Job info:

**Job Definition:** Performs work under supervision of the Public Works Supervisor. Will participate in the general operation and maintenance of equipment and facilities used in the City of Livermore.

**Benefits:** IPERS, some paid Holidays

**Required Qualifications, Knowledge, Skills and Abilities:**

- Possess the ability to interpret laboratory test results and to determine appropriate actions.
- Ability to take accurate readings, to keep routine records, and to make mathematical equations.
- Ability to work independently and as a team and to take responsibility for following previously outlined procedures.
- Ability to establish and maintain effective working relationships with fellow employees and the public.
- Ability to perform labor outdoors during inclement weather.
- Willing and able to obtain a valid Commercial Driver's license issued by the State of Iowa.
- Should have experience in the equipment usage of trucks, loaders, mowers, skid steer, snowplow and other equipment routinely used by the city.
- Ability to lift 80 pounds.

### **Job Duties and Responsibilities:**

- Inspects treatment facilities to ensure adequate processing of water and wastewater, proper operation of equipment, and the need for repairs or adjustment.
- Maintains daily logs on readings, test and visual observations.
- Collects water and wastewater samples.
- Shall be generally available for off hour emergencies.
- Shall be on-call every other weekend.
- Assists the public by listening to complaints, responding to inquiries and investigate problems.
- Performs a variety of customer service duties including reading, installing and testing meters, delivering shut off notices and turning water on and off.
- Performs building and grounds maintenance including painting, mowing, trimming and minor repairs.
- Assists those doing underground work by locating water, sewer and electrical lines.
- Participates in road work such as patching surfaces, plowing snow, and sanding and salting icy surfaces.
- Performs manual labor as required.
- Operates skid loader, snow plow, tractors and trucks as well as other equipment in a skilled manner.
- Completes general upkeep of shelter house/parks including trimming, raking and landscaping, removing debris, hauling trash, cleaning and repairing facilities.