



## Public Works Field Worker

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**Department:** Public Works  
**Job Title:** Public Works Field Worker  
**Reporting to:** Public Works Supervisor  
**FLSA Status:** Non-Exempt  
**Date Prepared:** January 21, 2026

### Job Summary:

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The Public Works Field Worker is responsible for operating a variety of construction and maintenance equipment and performing manual labor as needed by the Public Works Department. Responsibilities include water distribution and wastewater collection system maintenance, roadway and drainage maintenance, signage, sewer repairs, and other related public works activities.

### Essential Duties and Responsibilities:

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- Installs, maintains and repairs water and sewer system, including installing pipes, fixing leaks and replacing water meters.
- Installs, maintains and repairs roads, ditches, sidewalks and signs including concrete repair, patching pot holes and unclogging culverts for proper drainage.
- Locates water and sewer pipes.
- Installs and replaces fire hydrants.
- Operates large construction and maintenance equipment safely including, but not limited to, back hoe, mini-excavator, dump truck, etc.
- Ensures all work orders are responded to in a timely manner, including after hours maintenance requests.
- Maintains required records and documentation.
- Communicates with public and property owners in a professional and courteous manner.
- Ensures proper maintenance and repairs on all department equipment.
- Ensures work areas and equipment are clean and well-maintained including office areas, supply room and department vehicles.
- Conducts visual inspections of public areas to ensure proper maintenance and standards are achieved and sustained. Responds to citizen calls.
- Communicates to purchasing when inventory or parts need to be replenished. Restocks supply room.
- Completes special projects and assignments given by the Supervisor or City Manager.
- Performs other duties as assigned.

*The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.*

### Education and Experience Requirements:

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- High School Diploma or GED equivalent required.
- Prior experience in water, sewer and underground utilities is preferred but not required.

### Knowledge/Skills/Abilities:

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- Equipment Operation – able to learn to operate large equipment including but not limited to: back hoe, dump truck, mini-excavator, sewage excavation truck, etc.



## Public Works Field Worker

- Customer Service – able to personally provide high level of interactive service to targeted customer base.
- Team Orientation & Interpersonal – highly motivated, passionate, and team-player with ability to develop and maintain collaborative relationships with all levels within and external to the organization.
- Communication – able to effectively and persuasively express self verbally and in writing, using correct language and grammar in a professional, diplomatic and tactful manner.
- Organization & Time Management – able to work independently with minimal supervision, planning, scheduling and organizing professional schedule to complete actions within established deadlines, handling multiple priorities with strong attention to detail.
- Analytical Problem-Solving & Decision Making – able to research, analyze, identify viable options, draw sound conclusions, present findings and make thoughtful recommendations considering overall risk and short-term/long-term impact.

Skill Requirements: (X = Required for job)			
	Typing/computer keyboard	X	Verbal communication
	Utilize computer software (specified above)		Written communication
	Retrieve and compile information		Public speaking/group presentations
X	Maintain records/logs		Research, analyze and interpret information
X	Verify data and information		Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks		Leadership and supervisory, managing people
	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
X	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
Physical Requirements: (X = Required for job)			
	Sitting for extended periods	X	Lifting/carrying up to 20 pounds various items
X	Standing for extended periods	X	Lifting/carrying more than 20 pounds various items
	Extended periods viewing computer screen	X	Repetitive Motions
X	Walking	X	Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing		Writing
	Other (List):		Other (List):
Hazards: (X = Required for job)			
	Normal office environment	X	Electrical current
X	Toxic or caustic chemicals	X	Housekeeping and/or cleaning agents
X	Flammable, explosive gases	X	Proximity to moving mechanical parts
X	Outdoor work environment, exposed to weather conditions		
Employee Acknowledgement:			
I have reviewed and understand the requirements stated in this Job Description.			
Employee's Signature		Date	