

**JOB TITLE:** Municipal Service Worker - Town of Glenrock, WY  
**JOB CODE:** 18 – Nonexempt  
**DEPARTMENT:** Public Works Department  
**GRADE NO:** Entry - 6  
**REPORTS TO:** Public Works Foreman

**DESCRIPTION:**

Performs a variety of semi-skilled and limited skilled duties in the maintenance and operation of water/sewer lines, streets, parks and various other public works grounds and facilities.

**SUPERVISION RECEIVED:**

Works under the immediate supervision of the Public Works Foreman and the general supervision of the Public Works Director.

**SUPERVISION EXERCISED:**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintains the parks and open space areas by mowing, weeding, cleaning and maintaining courts and appurtenances; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.
- Installs, repairs and replaces water and sewer lines.
- Maintains streets; repairs, sweeps, paints, etc.
- Sweeps, washes, paints, repairs or replaces outdoor equipment including tables, stands, slabs, restrooms, buildings, playgrounds.
- Maintains and services equipment and tools; including electric motors, pumps, sprinklers, tractors, mowers and irrigation systems. Operates tractors, mowers and other heavy equipment as needed. Maintains current skills and knowledge in the proper and safe techniques of building and ground maintenance functions.
- Performs custodial, maintenance, painting, plumbing, carpentry and other trades work.
- Assists in setting up and taking down equipment for various functions and programs, prepares facilities for program use.
- Assists in the construction of new open space facilities, including clearing, grading, drainage and foundation work.
- Rotates 24 hour on-call status and works weekends and overtime as required.
- Maintains accurate time sheets
- Other duties are required.
- High school diploma or equivalent.
- CDL

**DESIRED MINIMUM QUALIFICATIONS:**

- One or more years' experience in public works or related field.
- Ability to obtain Level I Water and Wastewater Certification.
- Knowledge of the operation and use of heavy equipment used in general construction.
- Some knowledge of building and construction methods.
- Ability to operate various power tools/

- Ability to lift heavy loads and complete manual labor.
- Ability to understand and follow oral and written instructions.
- Ability to follow standard safety practices and maintain effective working relationships with supervisors and fellow employees.
- Basic computer skills.

**PHYSICAL DEMANDS:**

- The physical demands described herein 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.
- While performing the duties of this job, the employee is frequently required to walk, bend and/or stand for long periods of time. Ability to lift and move fifty (50) pounds or more. Ability to handle and operate objects, tools and/or controls.

**SELECTION GUIDELINES:**

- Formal application, rating of education and experience, oral interview and reference check.
- Ability to pass a background check and drug/alcohol test.
- Other job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or are a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.