Street Operator & Grounds Maintenance

City Office
416 9th Street
Sheldon, IA 51201
(712) 324-4651

Department: Public Works – Street & Parks Division
Reports To: Street Superintendent
FLSA Status: Non-Exempt (Hourly, eligible for overtime), Full-Time
Revision Date: 9-2-2026

Job Summary

The Street Operator & Grounds Maintenance employee assists in the operation and maintenance of the City's streets, parks, and other public properties. This position performs a variety of public works functions including street and infrastructure maintenance, snow and ice removal, cemetery and grounds maintenance, equipment operation, and other municipal maintenance activities. Employees in this position may assist with burial preparation, cemetery maintenance, parks and public grounds, storm and sanitary sewer work, and other departmental responsibilities as assigned. The role requires flexibility, mechanical aptitude, and the ability to work effectively with city leadership, coworkers, and the public.

Essential Duties & Responsibilities

- Perform street maintenance and repair, including patching, concrete work, street cleaning, signage, and related infrastructure work.
- Operate trucks, snowplows, skid loaders, mowers, tractors, loaders, and other equipment used for street and grounds maintenance.
- Perform snow and ice removal, sanding, salting, and other seasonal street & park maintenance.
- Maintain City parks, cemetery grounds, rights-of-way, landscaped areas, and other public properties.
- Assist with cemetery operations, including grave preparation, burial setup, grave closing, monument placement, and related maintenance.
- Coordinate or assist with funeral and burial activities as assigned.
- Inspect streets, parks, cemetery grounds, and public areas for maintenance needs, hazards, and safety concerns.
- Perform routine maintenance and minor repairs on vehicles, equipment, tools, facilities, playgrounds, shelters, and restrooms.
- Assist with storm sewer, sanitary sewer, drainage, tree trimming, brush removal, and other Public Works projects as assigned.
- Load, haul, move, and dispose of materials, debris, snow, brush, equipment, and supplies.

- Maintain accurate work records and provide professional service to residents, funeral homes, families, contractors, and the public.
- Participate in on-call, emergency, weekend, holiday, and after-hours work and perform other duties as assigned by the Street Superintendent and/or Public Works Director.

Knowledge, Skills & Abilities

- Mechanical aptitude and ability to operate small and large equipment.
- Ability to safely use hand tools (shovel, rake, etc.).
- Strong teamwork and interpersonal skills to interact with coworkers and the public.
- Strong organizational and communication skills.
- Ability to accept constructive feedback in a positive manner.
- Good personal hygiene and professional conduct.

Education & Experience

- High school diploma or GED required.
- Prior experience in public works, street maintenance, or related labor/equipment operation preferred.
- Equivalent training and experience that provides the necessary skills may be considered.

Certificates & Licenses

- Valid Commercial Driver's License (CDL) required or ability to obtain when required.
- Must be Insurable under the City's property and casualty insurance program.
- Certification in pesticide application or ability to obtain when required.

Physical & Environmental Requirements

Frequency Definitions:

- Occasional: 1–33% of the time
- Frequent: 34–66% of the time
- Continuous: 67–100% of the time

Physical Activity	Frequency	Description
Standing / Walking	Frequent	While performing maintenance, grounds work, operating equipment, and handling materials.

Sitting	Frequent	While operating trucks, loaders, or other machinery.
Bending / Stooping / Kneeling	Frequent	Performing manual labor such as patching, trimming, landscaping, or equipment maintenance.
Reaching / Stretching	Frequent	Handling tools, materials, and supplies.
Lifting / Carrying	Frequent	50 lbs. regularly; up to 100 lbs. occasionally with assistance.
Climbing / Balancing	Occasional	Climbing ladders and getting into/out of high-profile trucks and equipment.
Pushing / Pulling	Occasional	Moving heavy equipment, tools, or materials.
Talking / Hearing	Continuous	Communicating with supervisors, coworkers, funeral directors, and the public.
Vision (close, distance, color, peripheral, depth perception, focus)	Continuous	Required for safe operation of vehicles, machinery, and tools, cemetery recordkeeping, and safety monitoring.

Work Environment

- Outdoor work in varying and adverse weather conditions.
- Exposure to dirt, oil, chemicals, dust, fumes, and airborne particles.
- Exposure to moving mechanical parts, vibration, and high noise levels during equipment operation.
- Safe operation of vehicles and heavy equipment.
- Occasional work in high or precarious places.
- Requires flexible scheduling, including evenings, weekends, holidays, emergency call-outs and availability to accommodate funerals as needed.

Other Requirements

- Must successfully pass a pre-employment physical and drug/alcohol screening.
- Willingness to study/train to upgrade qualifications.
- Willingness to learn, attend training or continuing education as required.
- Residency within 10 miles of Sheldon city hall required due to on call status.
- Demonstrated professionalism and compassion when working with grieving families in the cemetery.

Disclaimer & Acknowledgment

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the role. This job description does not limit or modify the right of supervisors to assign, direct, and control the work of employees under their supervision.

Employment with the City of Sheldon is at-will. Either the employer or the employee may terminate the employment relationship at any time, with or without cause or notice, subject to applicable federal and state laws.

I have read and understand the job description for the Street Operator position. I confirm that I meet the minimum qualifications and am able to perform the essential functions of the position, with or without reasonable accommodation.

Employee Signature: _____

Date: _____