

The City of Elma will be accepting applications for a part-time Public Works Associate. This position will learn and perform responsibilities of the Superintendent of Public Works, which include but are not limited to, **water meter readings, city vehicle & equipment maintenance/upkeep, street maintenance/repair, maintenance of all drainage systems and intakes, snow removal, lawn mowing and general maintenance and upkeep of the City water tower and sewer plant.** When the completion of training, Certifications, Licenses, including CDL, and endorsements are met, the Public Works Associate may become a full-time Superintendent of Public Works. Hours for the part-time Public Works Associate will be daytime hours and may vary weekly or daily. Wages will be based on experience. Applicant must have high school diploma or GED, valid driver's license, and background check by the City. Applications for employment and full job description can be picked up at the City Clerk's Office, located at 319 Oak Street (former Elma school building) and must be returned to the Elma City Clerk no later than noon on June 13, 2016. Applications can be mailed to Elma City Clerk, P.O. Box 497, Elma, Iowa 50628. Please call 641-393-2543 with any questions.