

## **CITY OF MINNETRISTA**

### **Position Description**

<b>Position Title</b>	Public Works Maintenance Worker
<b>Department</b>	Public Works
<b>Supervisor</b>	Director of Public Works
<b>FSLA Status</b>	Hourly, Non Exempt
<b>Pay Grade</b>	Grade 5
<b>Hiring Pay</b>	\$29.54-\$36.37

#### **Position Summary**

Performs various types of manual labor and operates light and heavy equipment in the maintenance of city streets, water facilities, sewer facilities and parks under the supervision of the Public Works Superintendent. Workers are expected to crosstrain in all public works functions and to obtain appropriate sewer and water licenses.

#### **Essential Functions of the Job**

- Performs in the manual labor associated with the operation, maintenance, and repair of the water, storm, and sanitary sewer system; streets and other city owned public right-of- ways; and parks, trails, and other recreational areas and facilities.
- Operates light and heavy equipment, as well as small engine equipment and hand and power tools in the maintenance of water, storm, and sanitary sewer system; streets and other city owned public right-of-ways, and parks, trails, and other recreational areas and facilities.
- Performs routine and preventive maintenance operations and basic repairs on all public buildings and facilities infrastructure; operates trucks, loader, backhoe, skidsteer and other heavy equipment, light equipment, and tools.
- Performs duties of snow removal and sanding/salting of city streets, parking lots, sidewalks, and publicly-owned properties.
- Maintenance of city parks, trails and other recreational areas and facilities, including trash removal.
- Performs construction, maintenance and repair of asphalt and gravel streets and ditches.
- Performs construction, maintenance and repair of curbs and gutters, catch basins, storm sewer systems including culverts, except for work specifically outsourced for completion.
- Mow/maintain grass, trees, and shrubbery with hand and power tools/equipment on city owned facilities. Uses a chain saw and chipper to remove or maintain trees in the public right-of-way and on City property.
- Follows all safety rules and procedures, including all vehicle and equipment pre-and post-use protocols; participates in all city-sponsored and/or mandated safety and safety related training sessions and exercises; must comply with all DOT drug/alcohol testing requirements.

### **Other Duties and Responsibilities**

- Responsible for working overtime, shift changes, emergency call-outs (ex: snowplowing), and other on-call duty assignments.
- Performs other duties as assigned by supervisor.

### **Supervisory Responsibilities**

None

### **Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. The omission of other specific statements of job duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This 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. Position is non-FLSA exempt; and participation in PERA is mandatory.

### **Minimum Qualifications**

- Require HS diploma or equivalent; some coursework or job training in equipment operation or maintenance
- Two years of related experience with at least 1 year of water, sanitary sewer, streets and/or heavy equipment experience.
- Must have valid class A Commercial Driver's License with airbrake endorsement, tanker endorsement, and an excellent driving record. Licenses and endorsements must be maintained as a condition of continued employment.

Must currently possess or have ability to obtain after 12 months of employment both a Class SC wastewater license from the Minnesota Pollution Control Agency (MPCA), and a Class D water license from the Minnesota Department of Health (MDH). Licenses must be maintained as a condition of continued employment.

Desired qualification: experience operating CMV with manual transmission

### **Language Skills**

Ability to understand and follow oral and written instructions. Ability to communicate clearly and concisely in English, both orally and in writing. Ability to deal tactfully and effectively with all employees of the organization, outside agencies and the public. Interacts with the public on job sites to answer basic questions, such as when reading meters, cutting trees or replacing culverts.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers and decimals.

### **Physical Demands**

The physical demands described here 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 regularly required to use hands to finger, handle, or feel objects, use tools, or controls and talk or hear. The employee moves about regularly from office to field and frequently operates a truck or truck/plow and other equipment. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, crawl, climb, or twist.

The employee must occasionally lift and/or move over 100 pounds, using assistance whenever possible. The job includes periods of heavy labor.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job and can have a wide range from factors of extreme hot to extreme cold, wet or humid. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some emergency repair work must be performed when necessary without regard for inclement conditions.

The noise level in the work environment is usually high.