



Position Description

JOB TITLE: Maintenance Worker		DEPARTMENT: Public Works	
REPORTS TO: Maintenance Supervisor	SUPERVISES: None		FLSA STATUS: Non-Exempt
CLASSIFICATION: Permanent Part Time			EFFECTIVE DATE: 10/03/2018

POSITION SUMMARY

Under general supervision, this position performs repair and maintenance work to repair and maintain sewers, streets, buildings, grounds, Airport, and other facilities. This position is required to operate various heavy and light equipment, such as trucks, tractors, plows, sweeper, back-hoe, roller, payload, sander, bobcat, etc.

JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Inspects, maintains, repairs, and cleans streets, roads, and related infrastructure including sweeping, filling potholes, pouring and finishing concrete materials, snow plowing, etc.
- Inspects, maintains, repairs, and cleans water and sewer lines and related infrastructure including sewer jetting, flushing fire hydrants, etc.
- Connect and disconnect water services at specific locations.
- Inspects, maintains, repairs, cleans, and performs general custodial duties for municipal equipment, buildings, grounds, facilities, or other properties as directed.
- Maintains public areas so that a safe and pleasant image is presented to the public.
- Adheres to City policy, including the Safety Policy and compliance with OSHA standards.
- Organizes and maintains city garage/shop facilities.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience, and training required.

Education

High school diploma or GED certificate required

Experience

Three (3) years of general duty maintenance or custodial experience and one (1) year of heavy equipment operation experience in a small or larger manufacturing or construction related business

Trainings, Certificates, and Licenses

- Possess Class B driver's license valid in Minnesota

DESIRED QUALIFICATIONS

The requirements listed below are representative of the formal education, experience, and training preferred in order to exceptionally perform all of the functions of this position.

Education

Training at a technical or vocational school with a focus on maintenance or related field

Experience

Five (5) years of general duty maintenance or custodial experience in general municipal maintenance

COMPLEXITY

The overall complexity of this position is moderately high. While performing the normal duties of this job, processes, procedures, or software vary from one assignment to the next. Assignments are still related in function and objective.

RESPONSIBILITY

Supervision

General supervision is provided while performing the normal duties of this job.

This position exhibits no formal supervisory responsibilities but may coordinate work with other individuals as a team member.

Impact

While performing the normal duties of this job, this positions work affects the overall efficiency and image of the City.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, this position:

- May occasionally climb 10 to 50 steps, kneel, squat, crawl, push/pull 10 to 100 lbs., lift 10 to 100 lbs., carry 10 to 75 lbs., and finger/enter data/keystroke; frequently crouch; and continuously balance, bend/stoop, reach above shoulder level, sit, stand, walk, feel, talk, hear, smell, perform repetitive motions, and drive.
- Will use right hand and left hand for simple handling or grasping, firm handling or grasping; and left hand for fine handling or manipulation.
- Will use right foot and left foot for repetitive movements.
- Will use close vision, far vision, depth perception, visual acuteness, color vision, and peripheral vision.

Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions, exposure to outside environmental conditions, exposure to noise, dust, fumes, gases, chemicals, or oils requiring special mitigating precautions or protective gear, working in narrow aisles or passageways, work around moving mechanical parts, working in close quarters, exposure to extreme heat, exposure to extreme cold, working at unguarded heights, exposure to infectious diseases, work around or handle weapons, and exposure to smoke and fire,

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW/APPROVALS

I acknowledge reviewing and approve of this job description.

Department Head

Date

City Administrator

Date

ACKNOWLEDGEMENT

I acknowledge reviewing this Job Description.

Employee Signature

Date