

MAINTENANCE WORKER - PUBLIC WORKS

NATURE OF WORK

This is routine manual labor and equipment operation activities involved in the construction, maintenance, and repair of parks, streets, utilities, or other public facilities. Work involves responsibility for performance of a variety of heavy and light manual tasks. Assignments may include the use of standard or specialized hand tools, power-operated devices, or other equipment. Assignments also include the operation of trucks and other automotive or construction equipment incidental to regular duties. Position is subject to call backs, unscheduled overtime, shift work, and weekend duty. Performs duties in conformance with applicable safety and security standards. Work is performed under the direction of the Foreman, and results are checked for adherence to instruction and conformance with established standards.

ESSENTIAL JOB FUNCTIONS

All Departments:

1. Performs a variety of heavy and light manual labor duties in the construction, maintenance, and repair of parks, streets, utilities, and other public works municipal facilities.
2. Operates standard and specialized hand tools, power operated devices and other equipment in a safe, efficient, and proficient manner, without undue wear or damage.
3. Conducts routine check of equipment prior to and after operation to ensure equipment is in operating condition; records operating data and repair services needed.
4. Operates equipment as assigned in a safe, efficient, and proficient manner without undue wear or damage.
5. Reports all equipment maintenance needs using a vehicle repair order to Vehicle Maintenance Supervisor or immediate supervisor. Reports all equipment damage and accidents to immediate supervisor.
6. Reports maintenance needs and work progress to immediate supervisor.
7. Maintains operational records.
8. Performs other duties related to the position as assigned.

Parks Department:

This department provides for the maintenance and operation of public buildings and grounds, open spaces, trails, and parks.

9. Installs, constructs, and maintains parks, open spaces, and trails.
10. Performs landscaping, grounds care, forestry, and naturalist duties.
11. Prepares parks and facilities for recreation program use including setting up and taking down equipment, dragging ballfields, pool maintenance, lining fields, and flooding and maintaining ice rinks.
12. Performs general facilities maintenance activities including interior and exterior building maintenance and repair.

Sewer and Water Department:

This department provides for the maintenance, operation, installation, construction, and repair of the city's water distribution and sewer facilities.

13. Operates and/or maintains water systems including water storage tank, water mains, valves, fire hydrants, and pumps.
14. Responds to emergency calls and inspects system for leaks or back-up and determines corrective action.
15. Operates and/or maintains storm and sanitary sewer systems, including lift stations, retention ponds, sewer mains, manholes, generators, catch basins, and pumps.
16. Operates and/or troubleshoots utility SCADA system.
17. Locates and marks underground utilities as requested by contractors and property owners.

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Street Department:

This department provides for the maintenance, construction, and repair of city streets, and trails.

18. Installs, repairs, and maintains streets, alleys, bridges, parking lots, and sidewalks.
19. Plows streets, parking lots, and sidewalks.
20. Trims trees and conducts tree inspections.

REQUIRED QUALIFICATIONS

High School graduate or equivalent

Possession of a Class B Commercial Driver's License upon application or ability to obtain within three months of employment

Possession of tanker endorsement or ability to obtain within three months of employment

One year work experience in grounds maintenance, street maintenance, utilities (sewer and water) maintenance, facilities maintenance, and/or construction, as applicable to department assigned

One year work experience performing manual labor duties

Satisfactory driving record

Must meet Federal DOT regulations

DESIRED QUALIFICATIONS

Possession of a Class A Commercial Driver's License

Possession of a Class D State of Minnesota, Minnesota Department of Health Water System Operator Certificate or ability to obtain within 18 months of employment (Sewer and Water Department)

Possession of a Class S-D Minnesota Pollution Control Agency Wastewater Collection System Operator Certificate or ability to obtain within 18 months of employment (Sewer and Water Department)

Possession of a Pool Operator Certification or ability to obtain within 6 months of employment (Park Department)

Two or more years work experience in grounds maintenance, street maintenance, utilities maintenance (Sewer and Water), facilities maintenance, and/or construction, as applicable to department assigned

Two or more years work experience performing manual labor duties

One year work experience operating construction equipment and vehicles

One year work experience in a Public Works Department

One year training and/or experience in the operation of a computer using Microsoft Word and Microsoft Access

Certificate from vocational/technical school in related field

KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of the methods, materials, tools, and equipment utilized in area of assignment

Knowledge of the work hazards and applicable safety precautions associated with the area of work assignment

Ability to follow oral and written instructions

Ability to establish and maintain effective working relationships with co-workers and the general public

Physical strength and agility sufficient to perform heavy manual labor for extended periods, occasionally under unfavorable weather conditions

Skill in the performance of assigned tasks

MAINTENANCE WORKER- PUBLIC WORKS

PHYSICAL FACTORS	Code	TASK NUMBERS	ENVIRONMENTAL FACTORS	Code	TASK NUMBERS
Standing Stationary	V	8	Work Alone w/out other employees	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19
Moving About	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,	Work With Others (the public or other employees)	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19
Sitting	F	4, 18	Work Around Other Employees	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19
Physical Strengths and Demands			Public Contact	O	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19
Lifting-Push & Pull While Stationary			Shift Work	V	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19
Sedentary-up to 10 lbs.	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,	Extended Day	V	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19
Light Work-11 to 20 lbs	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,	Inside	O	1,2,3,4,5,6,7,8,12
Medium Work-21 to 50 lbs	F	1,2,3,4,8,9,10,11,12,13,14,15,16,17,18,19,	Outside	C	1,2,3,4,8,9,10,11,12,13,14,15,16,17,18,19
Heavy Work-51 to 100 lbs	O	1,8,10,11,12,13,14,15,17	Confined Area	V	1,8,13,14,15
Very Heavy-over 100 lbs	V	1,8,10,13,17,19	Extreme Hot	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19
Carrying-Push & Pull While Moving About			Extreme Cold	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19
Sedentary-up to 10 lbs	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,	Wet and/or Humid	O	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19
Light Work-11 to 20 lbs	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,	Noise	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19
Medium Work-21 to 50 lbs	F	1,2,4,8,9,10,11,12,13,14,15,17,18,19,	Vibration	F	
Heavy Work-51 to 100 lbs	O	1,2,4,8,9,10,11,13,15,17,	Mechanical Equipment	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19
Very Heavy-over 100 lbs	V	1,2,4,8,9,10,11,13,15,17,	Electrical Equipment	O	2,3,4,8,9,12,13,14,15
Climbing	O	1,2,3,8,10,11,12,13,17,	Pressurized Equipment	O	2,8,10,11,13,15,17
Balancing	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,	Burning Material/Equipment		
Stooping	O	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,	Explosive Material/Equipment		
Kneeling	O	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,	Radiant Energy		
Crouching	O	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,	Moving Objects	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19
Crawling	V	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,	High Places	V	1,8,10,11,12,13,19
Reaching	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,	Fumes/Odors	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19
Twisting-Sitting	O	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,	Dirt/Dust	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19
Twisting-Standing	O	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,	Gases	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19
Handling	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,	Poor Ventilation	V	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19
Fingering	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,	Other (Specify)		
Feeling	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,	Other (Specify)		
Talking	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,			
Hearing	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,			
Seeing - Near Vision	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,			
Seeing - Far Vision	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,			
Seeing - Depth Perception	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,			
Seeing - Color Vision	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,	Codes:		
Seeing - Field of Vision	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,	Blank - Not Present		
Smelling	C	8	V = Very Infrequent 1 to 2 times a week		
Walking	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,	O = Occasional - Up to 1/3 of time a week		
Reading	O	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,	F = Frequent - 1/3 to 2/3 of time		
Driving	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,	C = Constant - More than 2/3 of time		
Other (specify)					