



Position Description

Position Title	Part Time Public Works Maintenance Worker
Department	Public Works
Supervisor	Public Works Supervisor
FSLA Status	Non-Exempt

Position Summary

Under direction of the Public Works Supervisor, the Part Time Public Works Worker performs maintenance of roads, parks, sewer, cemetery, equipment, buildings and grounds. The primary role of the Public Works Worker is to operate light equipment, perform parks and recreational maintenance, perform sewer operation/maintenance, repair and maintenance activities. Other work includes snow removal, mowing parks and right-of-way, cemetery work, and general hand or manual labor.

Essential Duties and Responsibilities:

1. The Part Time Public Works Worker operates equipment owned by the City in a safe and efficient manner.
 - Checks fuel, fluid levels, controls, lights, tires and safety equipment prior to operation.
 - Remains alert and in control of the vehicle during operation to avoid accidental contact with persons or property.
 - Follows all safety precautions regarding digging around buried and overhead utilities.
 - Uses best operating practices as outlined by equipment manufacturers regarding operating techniques in order to control maintenance costs and avoid breakdowns.
 - Follows best practices regarding grading of roads, maintenance of right of way and public areas: fixes potholes, wash-outs, removes trees, installs shouldering materials.
 - Operates snow removal and sanding equipment to keep roads open and safe.
 - Operates a tractor and trailer combination to move equipment to work locations in the city.
 - Operates mowing equipment to maintain roadsides.
 - Call in locates when needed using the Gopher State One Call.
2. Perform routine sewer operation/maintenance activities.
 - Operates and maintains the sewer plant including mowing grass, changing spray fields, recording effluent totals, repairing the irrigation system, and performing startup/shut down procedure of the sewer plant.
 - Follows a scheduled maintenance routine, checking equipment for proper operation and performing maintenance as necessary.
 - Cleans equipment after exposure to sewage.
 - Participates in weekend lift station monitoring. Checks the lift stations and wastewater treatment facilities for proper operation and takes appropriate action if able, or notifies the Public Works supervisor for assistance.



3. Maintains buildings, park, city hall, cemetery, and other grounds to remove litter/waste, make repairs and removes snow as needed.
 - Installs and maintains traffic control and safety signs including addresses.
 - Checks parks and beach area routinely for debris, damage, etc.
 - Maintains park grounds.
 - Maintains and repairs irrigation systems at city hall, city parks, public safety building and city cemetery.
 - Maintains beach and installs and removes swim buoys.
 - Cemetery duties including but not limited to grave digging, foot stone installation and grave markings.
4. Performs routine maintenance activities in order to maintain equipment and facilities.
 - Follows a scheduled maintenance routine, checking mechanical equipment for proper operation and performing lubrication or adjustments as necessary.
 - Cleans equipment inside and out especially after exposure to salt.
 - Changes fluids and filters as indicated by the vehicle maintenance plan.
 - Assists with diagnosis of equipment malfunctions and tests equipment following repair.
 - May transport equipment to repair facilities if necessary.
 - Maintains small power tools and hand tools in good operating condition.
 - Performs routine labor activities as necessary.
5. Performs other duties as assigned or apparent.

Minimum Qualifications:

Qualifications include graduation from high school and heavy equipment school or equivalent work experience. The job requires ability to obtain a class A Minnesota Commercial Driver's License (CDL) with a good driving record. . A tanker endorsement will be required to be obtained within one year. The Public Works Worker must learn OSHA rules and regulations and the basics of monitoring wastewater system operation. Must meet D.O.T. drug and alcohol testing requirements.

Desirable Qualifications:

Flexibility to perform multiple maintenance functions.
Road Construction, maintenance, excavation and/or drainage experience.

Physical Demands & Working Conditions:

Work is both indoors and outdoors. Much of the workday is spent driving heated and air conditioned equipment. Noise levels are moderate to high. A significant portion of work involves working outdoors in varied weather conditions. Work occasionally involves accessing cramped spaces, climbing ladders and walking on uneven surfaces. Occasional lifting, pushing or pulling of items over 60 pounds is required. Requires attention to safe equipment operation at all times while operating under varied weather and road conditions. Hearing protection and



safety shoes are required when using equipment such as chain saws, mowers, weed whips, etc. The job requires occasional weekend work monitoring lift stations and the wastewater system and seasonal on-call status for snow plowing.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Council retains the discretion to add duties or change the duties of this position at any time.