



**GRAND RAPIDS
PUBLIC UTILITIES**

Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

POSITION TITLE: Maintenance III
DEPARTMENT: Water/Wastewater
FLSA STATUS: Non-Exempt
DATE: November 2021
ACCOUNTABLE TO: Water/Wastewater Department Manager

Primary Objective of Position

This position is responsible for utilizing janitorial and maintenance skills under general supervision in order to maintain clean and safe Utility facilities and to serve as a floater throughout the Utility by assisting in performing semi-skilled work supporting the Utility's operations and maintenance.

Major Areas of Accountability and Job Duties:

Clean the interior of the Utility's facilities according to established procedures and schedules, including floors and carpets, windows, bathrooms, lunchrooms, meeting rooms, offices, and common areas.

Empty wastebaskets, garbage containers, and recycling bins according to established procedures and schedules.

Maintain cleaning supplies and equipment in a neat and organized manner. Inspect and observe equipment, tools, and facilities to detect and report existing or potential hazards and broken or damaged equipment.

Remove debris and snow from sidewalks prior to, and during, the Utility's normal business hours.

Assist in maintaining the Utility's mechanical systems by replacing equipment such as air filters and light bulbs under the direction of the Maintenance Foreman.

Serve as a floater throughout the Utility by performing general labor and semi-skilled work to support operations and maintenance for specific projects and coverage for employee vacations.

Understand and comply with all workplace safety practices. Report complaints of unsafe conditions and recommend changes to procedures to increase safety while operating and maintaining the Utility's facilities and systems.

Follow compliance with the applicable federal, state, and local regulatory requirements, including but not limited to those of OSHA, MN OSHA, EPA, MPCA, MDH, and GRPUC.

Assist in ensuring required documentation is entered/completed properly including work orders, payroll timesheets, material usage, and equipment usage reports.

Provide exceptional customer service to fellow employees, customers, and contractors and make decisions that are always in the best interest of the Utility.

Additional duties as deemed necessary by supervision, which are of an equal or lesser nature, based on the job's qualifications.

Minimum Qualifications:

High school diploma or equivalent and successful completion of vocational training in an industrial mechanics and maintenance field. Applicants may also provide documentation of an equivalent combination of education and experience to successfully perform the essential duties of the job.

Understanding of the methods, materials, techniques and equipment used in the safe operation and maintenance of cleaning and performing work in an industrial or utility setting. Applicant will be required to complete a skills assessment.

Valid Minnesota Commercial Class B driver's license, with air brake and tanker endorsements, or have the ability to obtain one within six months of start of employment, and a satisfactory driving record.

Strong interpersonal skills including tact, diplomacy, and flexibility in order to establish and maintain cooperative working relationships with outside vendors, other public entities, and other employees.

Ability to communicate effectively verbally and in writing, including team meetings, emails, and reports.

Strong sense of honesty, integrity, and credibility.

Availability to work weekdays, consisting of the possibility of an irregular shift including early mornings, later evenings, weekends, or holidays when required.

Preferred Qualifications:

Experience in construction, maintenance and repair in an industrial or utility setting.

Knowledge and understanding of municipal electric, water, and wastewater utility systems.

Knowledge and understanding of computerized maintenance management systems.

Experience with heavy equipment, generators, slings, hoists, jacks, and various types of rigging.

MN Type III Solid Waste Facility Operator Certification, MN Class C Water Supply System Operator Certificate, and/or MN Class S-C Wastewater Collection or Class C Wastewater Operator Certificate.

Understanding of the federal, state, and local regulations as they relate to the position.

Tools and Equipment Used:

Cleaning supplies and equipment, industrial vehicles, hoists, pumps, generators, power, hand and pneumatic tools, presses, gas and arc welders, cutting torches, computers and related software, two-way radios, phones, printers and copy machines.

Physical Demands / Work Environment:

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 will 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 handle objects, tools, or controls and reach with hands and arms. The employee is frequently required to walk, sit, talk, stand, hear, climb, balance, stoop, kneel, crouch, crawl, and smell.

The employee must frequently move up to 10 pounds and occasionally move up to 110 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in industrial plant and outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment may be loud in plant settings and fairly quiet in office settings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job 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.

Commission Approved Date: _____