

City of Grand Rapids Job Description

Job Title: Director of Public Works / City Engineer
Department: Public Works and Engineering
FLSA Status: Exempt
Approved By: City Council
Approved Date: April 22, 2019

Summary: Performs complex advanced technical, difficult professional and administrative work managing, organizing, directing and coordinating the activities of the departments, supervising the design, construction, and administration of capital improvement projects, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Administrator. Departmental supervision is exercised over all personnel within the departments.

Essential Duties and Responsibilities include the following. The duties listed 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 that position. Other duties may be assigned.

- Effectively manages all functions of the Public Works Department including road right-of-way maintenance, city parks maintenance, athletic field maintenance, fleet maintenance, facilities/grounds maintenance.
- Performs a variety of engineering administrative tasks including, but not limited to, review of plans and specifications for bidding, project and contract management for construction projects and preparation of assessment rolls.
- Consults with the City Administrator on matters concerning major departmental activities; furnishes technical advice on planning issues; prepares memoranda and correspondence concerning activities of the departments.
- Initiates and maintains inter-departmental and intra-governmental relationships; including acting as a City liaison with State/Federal/County agencies, consulting engineers and architects.
- Manages the City fleet maintenance division including the equipment replacement plan and the City facilities maintenance plan encompassing 12-17 city-owned buildings/facilities.
- Manages the City map system; address, general City, Public Utilities, records, sewer, water, zoning, etc.
- Reviews preliminary budgets and adjusts items for conformance to anticipated needs.
- Authorizes or approves departmental expenditures, including conferring with suppliers and sellers and places orders for equipment, materials, and supplies.

- Reviews utility permits, right-of-way permits, franchise utility permits, etc.
- Attends city council meetings to present budgets, activity reports, and plans for future activities. Research, author and recommend Department policy to the city council for approval.
- Assesses departmental training needs. Administers staff training as appropriate.

Knowledge, Skills, Abilities and Competencies Required: The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

Analytical - Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and

supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others.

Managing People - Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Diversity - Promotes a harassment-free environment; Builds a diverse workforce.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports affirmative action and respects diversity.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.

Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Seeks increased responsibilities; Takes independent actions and calculated risks; Asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree in engineering and extensive experience supervising construction activities, or equivalent combination of education and experience.

Minnesota professional engineer license

Ability to maintain licensure through ongoing continuing education

~~Valid commercial driver's license in State of Minnesota~~

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages. Ability to understand and apply governmental accounting practices in maintenance of financial records. Ability to develop and facilitate a budget.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software. Ability to operate standard office equipment and related hardware and software. Ability to operate standard accounting software.

Physical Demands This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, climbing or balancing and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires distance vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather), exposure to toxic or caustic chemicals and exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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 individuals with disabilities to perform the essential functions.

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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Grand Rapids Job Description

Job Title: Airport Maintenance Lead
Department: Public Works
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: ~~August 26, 2019~~ January 27, 2025

Summary

Responsible for day-to-day maintenance and operation of the Grand Rapids / Itasca County Airport. Performs intermediate skilled work in the maintenance of City buildings to maintain a neat, safe, clean, and sanitary environment, providing routine maintenance, operation and repair of the heating, ventilating, and air conditioning (HVAC) systems in assigned city owned buildings, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Director.

Essential Duties and Responsibilities ~~include the following.~~

The duties listed **include the following** and 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 that position. Other duties may be assigned.

- Plans, organizes, assigns, schedules, enforces safety regulations related to airport functions.
- Establishes criteria and coordinates procedures for the safety and security of the public and operations and maintenance of the airport.
- Plans the use of equipment according to the nature and priority of assigned projects; confers with the GRPW Fleet Division regarding equipment repairs and performance, scheduled maintenance and repair programs and related dealers.
- Monitors weather conditions and determines when to call personnel in for snow and ice control and removal.
- Selects and orders materials in accordance to City purchasing policies.
- Prepares and updates maintenance policies, programs and procedural manuals.
- Performs public relations duties associated with the airport.
- Conducts routine and special inspections of all assigned facilities; coordinates the maintenance of equipment and buildings including radio and electronic navigations aids; assists in the preventative maintenance of equipment; schedules maintenance work as necessary.
- Inspects airport pavements, fences and gates, lighting and facilities as required by the airport operations manual.
- Conducts snow removal operations.
- Maintains airport grounds and facilities to include airfield lighting maintenance, mowing and landscaping, pavement maintenance, building maintenance, light carpentry and plumbing, painting and janitorial duties.
- Supervises part-time seasonal employees.
- Documents daily activities and maintains a variety of records. Prepares reports related to airport inspection, maintenance and wildlife hazard control activities.

- Issues Notices-to-Airmen (NOTAMs) through the Federal Aviation Administration advising pilots and aircraft operators of any condition of hazard that may affect safe aircraft operations on or near airport.
- Perform custodial duties as necessary.
- Responds to all official emergencies and disasters of all assigned facilities. For emergency purposes, the Airport Maintenance Lead is on-call year round and twenty-four (24) hours a day, including such times as he/she may be on authorized leave.
- ~~Services and maintains City building boilers, HVAC systems and related equipment as assigned.~~
- Provides routine maintenance, operation and repair functions to the building, HVAC systems, fixtures, furnishings which may require minor semi-skilled and skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled, semi-skilled and skilled trades work to provide for safe, efficient, and proper custodial care of the public's property.
- Performs other duties and responsibilities as assigned by Public Works Director / ~~Airport Manager~~ **City Engineer**.

Minimum Qualifications

Education and/or Experience

High school diploma or GED and moderate experience working in building maintenance, or equivalent combination of education and experience.

- Valid driver's license in the State of Minnesota.
- **Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License preferred.**
- **Satisfactory completion of a background examination and drug testing.**

Preferred Qualifications:

- Associates / Technical degree
- Boiler's second class C license
- ~~Class B driver's license endorsement~~

Desirable Education and Experience

Knowledge, Skills, Abilities and Competencies Required

- Considerable knowledge of the materials, methods and techniques commonly used in construction and maintenance activities, particularly those applying to airports.
- Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions.
- Considerable knowledge of the hazards of safety precautions of the work place.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time.
- Ability to communicate orally and in writing.
- Ability to use equipment and tools **property properly** and safely.
- Ability to understand and follow written and oral instructions.

- Ability to establish effective working relationships.

Essential Functions

- Must be capable of tolerating long and potentially stressful shifts of work with may include working in adverse weather conditions.
- Must have significant practical judgement in order to deal with unexpected, potentially dangerous situations.
- Must be able to communicate effectively with the public, federal and state agencies, understand oral and written directives, recognize hazardous materials, prepare reports, and supervise subordinates through radio communications as well as verbal and written directives.
- Must be able to operate equipment necessary for the operations and maintenance of the airport. ~~and obtain a CDL within twelve (12) months of employment~~

Physical Demands

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work frequently walking, sitting, pushing or pulling and lifting and occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to vibration, frequently requires exposure to outdoor weather conditions, exposure to extreme cold (non weather), exposure to extreme heat (non-weather) and exposure to the risk of electrical shock and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

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 individuals with disabilities to perform the essential functions.

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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Grand Rapids Job Description

Job Title: **Building Maintenance Worker**
Department: Community Development/Facilities Maintenance
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: ~~August 12, 2019~~ January 27, 2025

Summary

Performs intermediate semiskilled work in the maintenance of City buildings to maintain a neat, safe, clean, and sanitary environment, providing routine maintenance, operation and repair of the heating, ventilating, and air conditioning (HVAC) systems in assigned city owned buildings, and related work as apparent or assigned. Work is performed under the limited supervision of the ~~Facilities Maintenance Manager~~ **Building Official/Facility Maintenance Manager**.

Essential Duties and Responsibilities ~~include the following.~~

The duties listed **include the following and** 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 that position. Other duties may be assigned.

- Services and maintains City building boilers, HVAC systems and related equipment. Also assist in the maintenance of Central School, Fire Hall, Library or other city owned buildings as assigned.
- Purchases necessary materials for work projects, and maintain inventory of cleaning supplies.
- Changes and recycles light bulbs and fluorescent tubes.
- Implements and manages the Library and City Hall recycling program.
- Cleans rain gutters; and maintain clean and safe sidewalk area for City Hall and Library.
- Removes litter from around buildings and grounds.
- Provides routine maintenance, operation and repair functions to the building, HVAC systems, fixtures, furnishings which may require minor semi-skilled and skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled, semi-skilled and skilled trades work to provide for safe, efficient, and proper custodial care of the public's property.
- Inspects and maintains assigned custodial equipment and small tools for proper operating condition.
- Opens and closes, locks and unlocks facilities as needed.
- Keeps records of buildings and equipment maintenance.
- Maintains current skills and knowledge in the proper and safe techniques of building maintenance.
- Performs other duties and responsibilities as assigned by Facilities Maintenance Manager.
- May serve on various employee committees, as required and assigned.
- Assists with set up for City Council meetings and various public and staff meetings as scheduled by the Administration Department.
- Manages cleaning of facilities.
- **Performs other duties and responsibilities as assigned.**

Knowledge, Skills, Abilities and Competencies Required

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential function at a satisfactory level.

Education and/or Experience

High school diploma or GED and moderate experience working in building maintenance, or equivalent combination of education and experience. Associates/Technical degree preferred. Forklift certification.

- Special Boiler Engineer certification or able to attain within one (1) year.
- Desire to have knowledge in building constructions and practices.
- Valid driver's license in the State of Minnesota.
- ~~Class A Commercial Driver's License or able to attain within one (1) year.~~
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.

Desirable Education and Experience

- Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions.
- Skill in operation of listed tools and equipment.
- Ability to take apart machines, equipment, or devices to remove and replace defective parts.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time.
- Ability to communicate orally and in writing.
- Ability to use equipment and tools property and safely.
- Ability to understand and follow written and oral instructions.
- Ability to establish effective working relationships.

Tools and Equipment Used

All types of hand tools, power tools and equipment including ladders and scaffolding. Computer skills.

Physical Demands

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work frequently walking, sitting, pushing or pulling and lifting and occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to vibration, frequently requires exposure to outdoor weather

conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to the risk of electrical shock and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

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 individuals with disabilities to perform the essential functions.

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.

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City of Grand Rapids Job Description

Job Title: Cemetery/Airport Maintenance Worker
Department: Airport/Cemetery
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: ~~June 10, 2013~~—January 27, 2025

Summary

Performs work under the supervision of the Cemetery Grounds/Burial Services Sexton and all required services related to cemetery business, providing burial services, operating equipment, and related work as apparent or assigned. Works under the supervision of the **Public Works Director and the Building/Airport Maintenance Worker Lead** as defined by applicable rules, regulations, and policies of the Airport to the safety standards required.

Essential Duties and Responsibilities ~~include the following.~~

The duties listed **include the following and** 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 that position. Other duties may be assigned.

- Coordinate dis-interments, interments and re-interments. Be responsible for paperwork communications with funeral homes or families concerned.
- Plan, organize, and coordinate the cemetery burial services.
- Locate all grave sites for public sale and for interment.
- Work Memorial Day weekend.
- Plan work week around funerals.
- Schedule work week to minimize overtime.
- Raise and lower flags for the burial of Veterans.
- Snow removal and maintenance activities at the Airport, **as requested.**
- Conducts routine and special inspections of all assigned Airport facilities.
- Assists in preventive maintenance of all equipment.
- **Performs other duties and responsibilities as assigned.**

Knowledge, Skills, Abilities and Competencies Required

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

Education and/or Experience

High school diploma or GED and moderate experience working in construction maintenance, with heavy equipment, at a cemetery, or equivalent combination of education and experience.

- Valid driver's license in the State of Minnesota.
- **Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.**
- **Satisfactory completion of a background examination and drug testing.**

Desirable Education and Experience

- Considerable knowledge of the materials, methods, and techniques commonly used in cemeteries and maintenance activities.
- Considerable knowledge of the hazards and safety precautions of the work place.
- Some skill operating standard office equipment and related hardware and software.
- Ability to plan, organize, layout, direct, supervise, and evaluate complete projects.
- Ability to understand and effectively carry out written and oral instructions.
- Ability to keep records and to prepare work and timely reports.
- Ability to generate and maintain applicable maps, records, reports and documents.
- Ability to operate standard lawn and snow maintenance equipment.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to work with people in stressful or emotional environments.
- Must be capable of tolerating long and potentially stressful shifts of work which may include working in adverse weather conditions.
- Must have significant practical judgment in order to deal with unexpected situations.
- Must be able to communicate effectively with the public, understand oral and written directives, recognize hazardous materials, prepare reports, and supervise subordinates through both verbal and written directives.
- Must be able to operate equipment necessary for the operations and maintenance of the cemetery.

Physical Demands

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing, frequently requires walking, sitting and using hands to finger, handle or feel and occasionally requires standing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts and occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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 individuals with disabilities to perform the essential functions.

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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Grand Rapids Job Description

Job Title: Maintenance and Plant Operator
Department: Public Works
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: ~~June 25, 2012~~ January 27, 2025

Summary

Performs intermediate semiskilled work in the maintenance and operation of the facility and grounds, and related work as apparent or assigned. Work is performed under the limited supervision of the Facilities Maintenance Manager.

Essential Duties and Responsibilities ~~include the following.~~

The duties listed ~~include the following~~ and 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 that position. Other duties may be assigned.

- Oversees the repair and maintenance of facility equipment, including air handlers, compressors, ice resurfacer, energy systems, and filtration systems.
- Oversees the maintenance of dasher boards, ice resurfacer, ice edger and building as needed and as assigned.
- Oversees the maintenance and cleanliness of locker rooms, hallways, seats, entrances and spectator and other public areas regularly.
- Implements an ice-resurfacer training program to maintain an adequate supply of back-up operators.
- Schedules off-season maintenance and preventative maintenance projects, and secure competitive bids for facility maintenance and repair projects.
- Assumes responsibility for the cleanliness and security of the facility, equipment and mechanical areas.
- Remains knowledgeable on current and new methods of building maintenance.
- Cautiously reviews current building maintenance duties as requested.
- Determines work procedures, prepares work schedules, and expedites workflow; study and standardize procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
- Lays out daily work schedules and assigns tasks to appropriate individuals, crews or combination of crews, and coordinates the completion of same.
- Maintains an accurate inventory of building tools, machine, cleaning supplies, and related building equipment.

- Maintains records on all maintenance and repairs to facility machinery and equipment.
- Performs other duties and responsibilities as assigned.

Knowledge, Skills, Abilities and Competencies Required

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

Education and/or Experience

High school diploma or GED and considerable experience working in facilities maintenance, or equivalent combination of education and experience.

- Forklift license.
- Class 2C boiler's license.
- ~~Valid commercial driver's license.~~
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.

Desirable Education and Experience

- Knowledge of the operation, preventative maintenance and repair of air conditioning, ventilation, heating and ice-making machinery.
- Knowledge of the operation, maintenance and repair of ammonia and freon refrigeration systems.
- Knowledge of the functions, operations and equipment of a multi-purpose sports facility.
- Knowledge of first aid and safety practices and all applicable safety standards for public facilities.
- Skill in diagnosing mechanical problems and making or supervising necessary repairs.
- Skill in the operation of listed tools and equipment.
- Some skill using standard office equipment and related hardware and software.
- Ability to create and maintain effective records of service.
- Ability to work from blueprints, sketches, shop drawings and electrical diagrams.
- Ability to establish and maintain effective working relationships with superiors, subordinates, and the public.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to understand, follow and transmit written and oral directions.
- Ability to train and supervise employees.

Tools and Equipment Used

Zamboni ice resurfacer, ice surface edger, fork lift, bucket truck, hydraulic lift, HVAC computer control program, electric hand tools and miscellaneous hand tools used in maintenance and repair, snow blower, snow plow, pickup truck, 15 passenger van; lawn and landscaping equipment, including tractors, mowers, airifier, chain saw, edger, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for

turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work.

Physical Demands

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing and stooping, kneeling, crouching or crawling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to extreme cold (nonweather), frequently requires exposure to wet, humid conditions (non- weather) and working near moving mechanical parts and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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 individuals with disabilities to perform the essential functions.

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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Grand Rapids Job Description

Job Title: Maintenance Worker I
Department: Public Works
FLSA Status: Non-Exempt
Approved By: City Council
Approved Date: ~~June 25, 2012~~ January 27, 2025

Summary

Performs semiskilled work in a variety of maintenance work, operating a variety of trucks and equipment as needed in the construction and maintenance of the City roads, rights-of-way, parks, athletic fields and buildings, responding to after-hour or emergency requests, and related work as apparent or assigned. Work is performed under the moderate supervision of the **Public Works Superintendent and the** Public Works Director.

Essential Duties and Responsibilities ~~include the following.~~

The duties listed **include the following and** 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 that position. Other duties may be assigned.

- Maintains the infrastructure, right of ways, snow plowing and snow removal, park and athletic field maintenance for city owned properties and sites.
- Completes road construction, right of way maintenance, traffic control, street weeping or public utilities work.
- Conducts ice or snow control.
- Responds to and completes facility or other building maintenance.
- Maintains and repairs crosswalks, street signs, markers, and fences.
- Operates all vehicles and equipment owned by the City, including, but not limited to, dump trucks, pickups, graders, loaders, backhoe, mowers, forklift, snowplow equipment and the street sweeper.
- Repairs concrete or asphalt sidewalks and street pavement hazards.
- Performs various tasks related to the maintenance of and best practices for storm water management.
- Conducts snow removal operations in accordance with the City's Snow and Ice Control Policy.
- Maintains grounds and facilities to include mowing and landscaping, pavement maintenance, building maintenance, light carpentry, painting, and janitorial duties.
- Documents daily activities.
- Provides excellent customer service to the citizens of Grand Rapids.
- Drives truck to transport crew and equipment to work site.
- Drives snow removal equipment, consisting of a truck or loader equipped with adjustable snowplow and blower unit.
- Operates mowers, trimmers, chainsaws, and other turf maintenance equipment to cut grass, landscape and trim trees around City facilities and parks.
- **Performs other duties and responsibilities as assigned.**

Knowledge, Skills, Abilities and Competencies Required

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Maintain a skill level which will provide the ability to operate all vehicles and equipment owned by the City of Grand Rapids in a safe manner and in accordance with the manufacturers operating manuals i.e., motorized vehicles including 35000 GVW dump trucks, pickups grader, loader, backhoe, snowplow equipment, common hand and power tools, plate compactors, shovels and wrenches.
- Be available to work night shifts, if required.
- Ability to understand and perform all jobs relating to road right-of-way maintenance, including but not limited to storm sewer maintenance, pavement maintenance, curb/gutter maintenance, sidewalk maintenance, street sweeping, snow and ice control, traffic control and facility maintenance.
- Ability to understand and perform all jobs relating to park and athletic field maintenance, including but not limited to turf renovation, field/court maintenance, irrigation systems, mowing, play equipment maintenance and skating rink maintenance.
- If assigned to streets, employees must have the:
 - Ability to understand and perform storm sewer maintenance, snow plowing, knowledge and ability to conduct of safe operations, manhole maintenance, patching and blacktopping, general winter maintenance, streets inventory, sanding or street sweeping.
 - Ability to operate in a safe and efficient manner to provide preventative maintenance on some or all of the following equipment: dump trucks, one-way brooms, water trucks, air compressors, sidewalk blowers/trackless and other miscellaneous equipment.
- If assigned to parks, employee must have the:
 - The ability to perform turf renovation, field or court maintenance, irrigation, manhole maintenance and repairs, watering, knowledge and ability to conduct safe operations, storm sewer maintenance, mowing, shelter building and maintenance, monitoring of play equipment areas, ability to winterize, tree and shrub maintenance, skating rink maintenance, general summer maintenance, general winter maintenance and other miscellaneous duties.
 - Ability to operate in a safe and efficient manner to provide preventative maintenance on some or all of the following equipment: gang mowers, 72" rotary mowers, one ton dump trucks, utility tractors, ball diamond groomers, one-way brooms, single axle dump trucks, water trucks, sickle bar mower, blade tractor, tractor loader and other miscellaneous equipment.

Education and/or Experience

- High school diploma or GED, or equivalent combination of education and experience.

- ~~Must be able to obtain Class A commercial driver's license within six (6) months.~~
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.
- Department and organization specific training will be provided and must be completed within six (6) months of hire and on an ongoing basis.
- Experience working in maintenance, public works, utilities, turf, tree or grounds maintenance preferred.
- ~~Valid commercial driver's license in the State of Minnesota.~~

Physical Demands

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing and using hands to finger, handle or feel, frequently requires walking, sitting, speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires climbing or balancing and repetitive motions; work requires distance vision, ability to adjust focus, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather) and exposure to vibration and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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 individuals with disabilities to perform the essential functions.

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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Grand Rapids Job Description

Job Title: Maintenance Worker II

Department: Public Works

FLSA Status: Non-Exempt

Approved By: City Council

Approved Date: ~~June 25, 2012~~ January 27, 2025

Summary

Performs intermediate semiskilled work in a variety of maintenance work, operating a variety of trucks and equipment as needed in the construction and maintenance of the City roads, rights-of-way, parks, athletic fields and buildings, and related work as apparent or assigned. Work is performed under the limited supervision of the **Public Works Superintendent and the Public Works Director**.

Essential Duties and Responsibilities ~~include the following:~~

The duties listed **include the following and** 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 that position. Other duties may be assigned.

- Maintains the infrastructure, right of ways, snow plowing and snow removal, park and athletic field maintenance for city owned properties and sites.
- Completes road construction, right of way maintenance, traffic control, street weeping or public utilities work.
- Conducts ice or snow control.
- Responds to and completes facility or other building maintenance.
- Maintains and repairs crosswalks, street signs, markers, and fences.
- Operates all vehicles and equipment owned by the City, including, but not limited to, dump trucks, pickups, graders, loaders, backhoe, mowers, forklift, snowplow equipment and the street sweeper.
- Repairs concrete or asphalt sidewalks and street pavement hazards.
- Performs various tasks related to the maintenance of and best practices for storm water management.
- Conducts snow removal operations in accordance with the City's Snow and Ice Control Policy.
- Maintains grounds and facilities to include mowing and landscaping, pavement maintenance, building maintenance, light carpentry, painting, and janitorial duties.
- Documents daily activities.
- Provides excellent customer service to the citizens of Grand Rapids.
- Drives truck to transport crew and equipment to work site.
- Drives snow removal equipment, consisting of a truck or loader equipped with adjustable snowplow and blower unit.
- Operates mowers, trimmers, chainsaws, and other turf maintenance equipment to cut grass, landscape and trim trees around City facilities and parks.
- **Performs other duties and responsibilities as assigned.**

Knowledge, Skills, Abilities and Competencies Required

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Maintain a skill level which will provide the ability to operate all vehicles and equipment owned by the City of Grand Rapids in a safe manner and in accordance with the manufacturers operating manuals i.e., motorized vehicles including 35000 GVW dump trucks, pickups grader, loader, backhoe, snow plow equipment, common hand and power tools, plate compactors, shovels and wrenches.
- Be available to work night shifts, if required.
- Ability to understand and perform all jobs relating to road right-of-way maintenance, including but not limited to storm sewer maintenance, pavement maintenance, curb/gutter maintenance, sidewalk maintenance, street sweeping, snow and ice control, traffic control and facility maintenance.
- Ability to understand and perform all jobs relating to park and athletic field maintenance, including but not limited to turf renovation, field/court maintenance, irrigation systems, mowing, play equipment maintenance and skating rink maintenance.
- skating rink maintenance.

- If assigned to streets, employees must have the:
 - Ability to understand and perform storm sewer maintenance, snow plowing, knowledge and ability to conduct of safe operations, manhole maintenance, patching and blacktopping, general winter maintenance, streets inventory, sanding or street sweeping.
 - Ability to operate in a safe and efficient manner to provide preventative maintenance on some or all of the following equipment: dump trucks, one way brooms, water trucks, air compressors, sidewalk blowers/trackless and other miscellaneous equipment.

- If assigned to parks, employee must have the:
 - The ability to perform turf renovation, field or court maintenance, irrigation, manhole maintenance and repairs, watering, knowledge and ability to conduct safe operations, storm sewer maintenance, mowing, shelter building and maintenance, monitoring of play equipment areas, ability to winterize, tree and shrub maintenance, skating rink maintenance, general summer maintenance, general winter maintenance and other miscellaneous duties.
 - Ability to operate in a safe and efficient manner to provide preventative maintenance on some or all of the following equipment: gang mowers, 72” rotary mowers, one ton dump trucks, utility tractors, ball diamond groomers, one way brooms, single axle dump trucks, water trucks, sickle bar mower, blade tractor, tractor loader and other miscellaneous equipment.

Education and/or Experience

- High school diploma or GED and moderate experience working in maintenance, public works, utilities, turf, tree or grounds maintenance, or equivalent combination of education and experience.
- ~~Must be able to obtain Class A commercial driver's license within six (6) months.~~
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.
- Department and organization specific training will be provided and must be completed within six (6) months of hire and on an ongoing basis.
- ~~Valid commercial driver's license in the State of Minnesota.~~

Physical Demands

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing and using hands to finger, handle or feel, frequently requires walking, sitting, speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires climbing or balancing and repetitive motions; work requires distance vision, ability to adjust focus, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather) and exposure to vibration and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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 individuals with disabilities to perform the essential functions.

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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Grand Rapids Job Description

Job Title: Public Works Mechanic
Department: Public Works
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: ~~August 9, 2021~~ January 27, 2025

Summary

Performs intermediate technical work maintaining the vehicles and mechanical equipment of the department, and related work as apparent or assigned. Work is performed under the limited supervision of the Lead Mechanic, Public Works Superintendent, and the Public Works Director.

Essential Duties and Responsibilities ~~include the following.~~

The duties listed ~~include the following and~~ 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 that position. Other duties may be assigned.

- Plans, carries out and evaluates preventative maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.
- Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.
- Tests, services and repairs vehicles and mechanical equipment.
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and Maintenance work.
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
- Cuts and welds metal and performs body repair, touch up and related work.
- Changes and repairs tires and tubes.
- Evaluates the status of mechanical equipment and vehicles, and performs or schedules needed repairs.
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.
- Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.
- Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance.
- Provides emergency field assistance to disabled equipment as needed and appropriate.
- Assists in the preparation of bid specifications for vehicles and mechanical equipment.
- Assists in the preparation and administration of mechanical budgets in conformance with adopted policies and procedures.
- Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.
- Be available to work night shift if required.
- Perform other work as directed by the Public Works Director.

Education and/or Experience

Associates/Technical degree in auto mechanics, or related field and moderate experience working in heavy machinery maintenance and mechanics, conducting small or large engine repair, or equivalent combination of education and experience.

- Certified MNDOT inspector within six (6) months of hire.
- Ability to obtain and maintain certifications through initial and ongoing continuing education.
- ~~Valid commercial driver's license in the State of Minnesota.~~
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.

Knowledge, Skills, Abilities and Competencies Required

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Ability to analyze and repair all kinds of equipment.
- Ability to read and comprehend technical manuals.
- Ability to make decisions as to the extent of repair needed.
- Ability to create and keep various records related to services rendered.
- Ability to operate standard vehicles, tools and equipment related to public municipalities.
- General skill operating standard office equipment and related hardware and software.
- General skill operating standard accounting software.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Thorough knowledge of automotive mechanics; Considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators and welding; price trends and grades of quality of materials and equipment; Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities; Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
- Skill in operation of listed tools and equipment.
- Ability to establish and maintain effective accounting procedures; Ability to carry out assigned projects to their completion; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

Tools and Equipment Used

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles including welding equipment; electronic vehicle diagnostic equipment; personal computer, calculator, phone; mobile and portable radio.

Physical Demands

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, using hands to finger, handle or feel and lifting, frequently requires reaching with hands and arms and occasionally requires walking, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and repetitive motions; work requires close vision, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; no special hearing perception is required; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to fumes or airborne particles and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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 individuals with disabilities to perform the essential functions.

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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Grand Rapids Job Description

Job Title: **Lead Mechanic**
Department: Public Works
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: ~~June 25, 2012~~ January 27, 2025

Summary

Performs difficult technical work maintaining city mobile equipment and related machinery, maintaining interior aspects of the city garage, supervising and directing the work of others, creating and maintaining applicable records, and related work as apparent or assigned. Work is performed under the general direction of the **Public Works Superintendent and the Director of Public Works**. Limited oversight is exercised over the Mechanic.

Essential Duties and Responsibilities ~~include the following:~~

The duties listed include the following and 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 that position. Other duties may be assigned.

- Maintains all vehicles which are part of the City of Grand Rapids fleet.
- Repairs all city-owned vehicles within the scope of personnel and time available.
- Schedules repairs or servicing done at private establishments.
- Maintains inventory of shop tools and equipment.
- Responsible for purchase of shop tools and equipment.
- Orders and is responsible for all fuel, lubricants, batteries and other supplies required to maintain the vehicles and machines of the Public Works Department.
- Responsible for maintenance of all records ordering documents, and other garage record-keeping.
- Responsible for maintenance of all records, ordering documents, and other garage record-keeping.
- Establish and direct a preventative maintenance program.
- Directs work and determines priority of projects.
- Orders shop supplies.
- Perform other work as directed by the Public Works Director.

Education and/or Experience

Associates/Technical degree in auto mechanics, or related field and considerable experience working in heavy machinery maintenance and mechanics, conducting small or large engine repair, or equivalent combination of education and experience.

- Certified truck inspector within six (6) months of hire.

- Department and organization specific training will be provided and must be completed within six (6) month of hire and on an ongoing basis.
- ~~Valid commercial driver's license in the State of Minnesota.~~
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.

Knowledge, Skills, Abilities and Competencies Required

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Thorough knowledge of standard electrical schematics.
- Thorough knowledge of standard mechanical repair guides, processes, rules, standards and regulations.
- Thorough knowledge of standard business correspondence related to mechanical repair and work order completion.
- General knowledge of budgeting and expense reporting.
- Thorough skill operating standard tools of the trade.
- Thorough skill operating specialized equipment after an initial training period.
- General skill creating and keeping records of service.
- General skill operating standard office equipment and related hardware and software.
- General skill operating standard accounting software.
- Ability to compute rates, ratios and percentages.
- Ability to keep inventory and order supplies as needed.
- Ability to learn and use a variety of mechanical and public works equipment, tools and materials.
- Ability to initiate and maintain records.
- Ability to establish and maintain effective working relationships with staff, vendors and the general public.

Physical Demands

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling and repetitive motions, frequently requires walking, speaking or hearing, stooping, kneeling, crouching or crawling and lifting and occasionally requires sitting, climbing or balancing and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts,

exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to vibration and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to outdoor weather conditions, exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a very loud noise location (e.g. jack hammer work, garbage recycle plant).

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 individuals with disabilities to perform the essential functions.

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.

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City of Grand Rapids Job Description

~~POSITION TITLE: Public Works Leadperson~~

~~REPORTABILITY: Public Works Director~~

~~SUPERVISES: Maintenance I, II, III and Seasonal Personnel~~

Job Title: ROW Leadperson

Department: Public Works

FLSA Status: Non-exempt

Approved by: City Council

Approved date: January 27, 2025

POSITION PURPOSE:

Summary

Under the direction of the **Public Works Superintendent and the Public Works Director** the **ROW Leadperson** is responsible for coordinating and implementing maintenance activities in the Road-Right of Way (ROW), Storm ~~Sewer~~ **Water** Utility and the Parks and Athletic Field Maintenance Divisions of the Public Works Department. **The ROW Leadperson supervises Maintenance I, II, III and seasonal personnel.**

~~EQUIPMENT/JOB LOCATION~~

~~The Leadperson works on the job site; operates all trucks and heavy equipment in various situations. He/she works outside in all weather conditions and will work in difficult terrain and sever/dangerous weather.~~

ESSENTIAL FUNCTIONS OF THE JOB:

Essential Duties and Responsibilities

The duties listed include the following and 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 that position. Other duties may be assigned.

- The **ROW Leadperson** reports to the **Public Works Superintendent and the Public Works Director** and coordinates and supervises the various activities of the Public Works Department.
- ~~Examines all of the City's Infrastructure to determine what maintenance is required, types of materials necessary and the amount of work to be involved, and recommends a plan of action to the Public Works Director.~~
- ~~The Leadperson oversees and trains all of the maintenance personnel on the proper operation of all equipment and job tasks required to perform their job responsibilities.~~
- The **ROW Leadperson** works on the job site; operates all trucks and heavy equipment in various situations and works outside in all weather conditions and will work in difficult terrain and sever/dangerous weather.
- Attendance during regularly scheduled work hours and outside regular business hours as

necessary.

- Effective and respectful communication and interactions with other employees, individuals from other organizations and the public.
- Must be available at various hours to adequately serve the public and direct emergency type maintenance activities.
- Performs other related function as assigned or apparent.

ADDITION JOB FUNCTIONS:

- ~~Must be available at various hours to adequately serve the public and direct emergency type maintenance activities.~~
- ~~Performs other related function as assigned or apparent.~~

Education and/or Experience

- Must possess a high school diploma or GED, with three or more years of experience as a supervisor for construction and maintenance of streets or other public facilities.
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge, Skills, Abilities and Competencies Required

- ~~Must possess a high school diploma or GED, with three or more years of experience as a supervisor for construction and maintenance of streets or other public facilities.~~
- ~~Must possess a valid Minnesota Commercial Driver's License to be maintained through out employment; and satisfactory completion of a background examination and drug testing.~~
- Must comply with organizational and department policies.
- Knowledgeable in materials, methods, techniques and equipment used in the construction, maintenance and repair of the ROW, Storm Sewer Utility and the Parks and Athletic Field Maintenance Divisions of the Public Works Department.
- Ability to lead and perform through proper delegation.
- ~~Ability to evaluate operational performance, human resources and effectiveness of maintenance programs through proper data collection and analysis.~~
- Ability to work with the **Public Works Superintendent**, the Public Works Director, subordinates and the public.

Physical Demands

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing and using hands to finger, handle or feel, frequently requires walking, sitting, speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires climbing or balancing and repetitive motions; work requires distance vision, ability to adjust focus, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather) and exposure to vibration and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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 individuals with disabilities to perform the essential functions.

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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.