
Position Title: Public Works Lead Maintenance Worker, Full-Time
Department: Public Works
Accountable to: Public Works Director

PRIMARY OBJECTIVE:

Lead Maintenance Worker is a salaried (exempt) position that provides leadership and guidance; leads a team of maintenance workers on daily maintenance operations with a focus on achieving efficiently run projects, and operational functions; trains all new hires; performs manual work in construction, operations, maintenance, and repair of City infrastructure and facilities; assigns work detail to department employees; and reports to the Director on a regular basis (daily/weekly) on conditions relative to operations, safety, and day to day activities within the department.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by this position. The employee in this position may be requested to perform job-related tasks other than those specifically presented in this description.

1. Performs, assigns, and oversees a variety of daily construction, operational and maintenance activities in the completion of assigned departmental services and operations, which includes drinking water production/distribution systems, sanitary sewer collection systems, stormwater collection systems, parks, city facilities, streets, and other manual Public Works labor responsibilities.
2. Operates a wide variety of hand and small power tools and such equipment such as push mowers, weed eaters, shovels, rakes, trucks, pick axes, and various other equipment in support of a variety of maintenance and construction operations.
3. Performs one on one training sessions with new hires focusing on teaching how to complete Maintenance Worker tasks, and how to operate equipment and software within the department while gaining a more in depth understanding of job responsibilities consistent with organizational goals.
4. Water/wastewater utility functions: assigns, and assists in performing tasks pertinent to the overall operations, construction and maintenance and repair of well houses, lift stations, water tower, water/wastewater mains, manholes, vaults, curb stops, water services, valves, fire hydrants and meters, such as uncovering buried pipelines and cutting and measuring pipe.
5. Operates valves on water lines to isolate leaking sections. Repairs leaks or breaks in the distribution or collection system. Assists in operating collection equipment to clear obstructions. Replaces and repairs manholes and assist in utility locating.
6. Streets/Public Works Duties: Assigns, and assists in directing traffic around work site and assembles appropriate barricades. Cleans and repairs streets, street signs, alleys, gutters and drains. Shovels and spreads sealer and asphalt and operates an asphalt roller.

7. Performs, and assigns, overall grounds/parks maintenance duties, which includes mowing grass, operating a weed eater, removing and trimming shrubbery, raking leaves and removing trash.
8. Assembles and disassembles traffic control pylons, barriers and signs. Assists with traffic control activities.
9. Cleans debris from ditches, culverts, and creek beds. Collects and hauls trash, garbage, debris, dirt, sand and gravel. Power washes trash containers.
10. Performs additional construction and maintenance tasks such as grading, pouring concrete, asphalt spreading, and filling potholes, and general grounds maintenance.
11. Works with and around heavy construction equipment. Completes and assists in strenuous repair, installation or construction activities.
12. When assigned to stormwater collection duties, performs, overall general maintenance tasks, which include pouring concrete to repair drainage structures and pipes and performing maintenance and construction duties. Assists in installation of erosion control products. In accordance with the city MS4 stormwater regulations.
13. Operates hand tools, medium and light equipment such as tractors, riding mowers, jack hammers, cement mixers, chain saws and various other equipment in support of a variety of maintenance and construction operations.
14. Performs other duties as assigned or apparent.
15. Maintains the on-call scheduling.
16. It is expected that Lead Maintenance Worker position will share in the on-call shifts with the other Public Works employees. As a result of sharing in the on-call shift schedule, the Lead Maintenance Worker will accrue seven hours of vacation time in lieu of payment for each on-call shift worked.
17. Assists in snow removal of City streets, City parking lots, trails, sidewalks, and maintains access to City well houses, water tower, lift stations, and fire hydrants. Assists with snow removal operation on State, County, and City right of way.
18. Maintains and repairs the Public Works fleet of equipment, including fabrication and welding.
19. Adheres to assigned work schedule as outlined in the City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Policies.
20. Assists Director with investigations and resolutions.
21. Provides feedback to the Director.

MINIMUM JOB REQUIREMENTS:

High school diploma/GED.

Bachelors or Associates Degree in Instrumentation Technology, or, a minimum of five years Public Works maintenance experience.

Complete knowledge and understanding of the drinking water distribution system and sanitary sewer collection system.

Must be at least 18 years of age.

OTHER REQUIREMENTS

Must possess a valid Class B Minnesota Driver's License with air brakes or be able to obtain within six months.

Must be able to operate heavy equipment such as a pick-up, backhoe, skid loader, dump truck, etc.

Possession of a current Class "C" drinking water treatment license issued by the Minnesota Department of Health, and a "SD" sanitary sewer collections license issued by the Minnesota Pollution Control Agency, is required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operation and maintenance of power-driven equipment.
- Operations and practices of water/wastewater/stormwater distribution and collection systems.
- Operations and practices of Public Works responsibilities.
- Methods and techniques of general construction, maintenance and repair related to Public Works.
- Occupational hazards and standard safety practices.
- General departmental goals, policies, and regulations.
- Proper techniques and uses of a variety of hand tools and power tools.
- Pertinent federal, state and City laws, codes and regulations.

Skill in:

- Prioritizing work activities.
- Observation and decision-making.
- Organization and time management.
- Operating assigned equipment.
- Reading blue prints, maps, shop drawings, and "as-builts"

Ability to:

- Coordinate, motivate and schedule work for the Department
- Perform a variety of skilled construction and maintenance tasks.
- Perform strenuous manual labor tasks related to assigned responsibilities.
- Promote good safety practices to the team.
- Contributes to the upkeep and updating of required records.
- Interpret and explain City policies and procedures.
- Understand oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintains due regard for the safety and welfare of self and other employees.

PHYSICAL DEMANDS

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.

Heavy Work: Depending on assignment, positions in this classification typically exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works indoors and outdoors year-round in an extreme variety of weather.

Depending on the assignment, this position's classification typically requires touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Employees may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, and work place restrictions.

EXAMPLES OF PERFORMANCE CRITERIA

- Establishes effective working relationships with others.
- Relies on experience and judgement to accomplish assigned goals with limited supervision.
- Maintains due regard for the safety and welfare of self and other employees.
- Receives/gives direction in a business-like and professional manner.
- Communicates effectively orally and in writing.

SELECTION GUIDELINES

Formal application and resume; review of education and experience; oral interview; background check, final selection. NOTE: Appointees will be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work 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 position 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.

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