



POSITION DESCRIPTION

Position Title Seasonal On Call Snowplow Operator	Position Status Seasonal, On Call (Part-Time)
Department / Accountable To Public Works / Public Works Director	Revision Date October 29, 2025

POSITION SUMMARY

Under the supervision of the Public Works Director, this seasonal position is responsible for safely clearing snow and ice from roads, parking lots, and other areas during winter storms.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

1. Responds promptly to snow events; remaining available to report for duty as soon as a snow or ice event is called, which can happen at any time, day or night.
2. Drives and operates snowplow trucks, salt/sand spreaders, skid steers, and other snow removal equipment safely and efficiently.
3. Applies de-icing agents, spreading salt, sand, or other de-icing materials on driving surfaces to prevent ice buildup and increase traction.
4. Performs physical tasks such as shoveling snow from walkways, doorways, and other areas not accessible by a plow.
5. Conducts pre-shift and post-shift inspections and performs routine maintenance on snow removal vehicles and equipment, including cleaning and minor repairs.

MINIMUM QUALIFICATION REQUIREMENTS

- High school diploma or GED.
- Must be at least 18 years of age.
- Must possess a valid Minnesota Driver's License. Depending on the size of the equipment, a Minnesota Commercial Driver's License may also be required.
- Must have previous experience operating snow removal equipment.
- Must be dependable, reliable, and able to respond quickly to call-outs, often on short notice. This position requires readiness to work irregular hours, including nights, weekends, and holidays, and involves operating heavy machinery in challenging weather.
- Must have the physical stamina for long shifts in harsh, cold weather.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operation and maintenance of power-driven equipment, including snow removal and de-icing equipment.
- Occupational hazards and standard safety practices.
- 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 snow removal and de-icing activities throughout the community during weather events.
- Attention to detail. Focus is needed to navigate poor visibility and hazardous road conditions while effectively clearing surfaces.
- Observation and decision-making.
- Time management.
- Operating assigned equipment.

Ability to:

- Understand and follow oral and written instructions; read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; and to communicate with other employees including the general public.
- Communicate effectively orally and in writing.
- Perform strenuous manual labor tasks related to assigned responsibilities associated with snow removal.
- Safely and properly operate various tools, snow removal, and heavy equipment.
- 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.

- Must have the physical stamina for long shifts in harsh, cold weather.
- Must be able to lift heavy objects, stand, and bend for extended periods.
- Specific vision abilities required for this position include close vision, distance vision, and peripheral vision.

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, this employee works indoors and outdoors on an on call basis during the late fall through early spring months in harsh, cold weather, primarily during snow and ice related weather events.

Depending on the assignment, this position typically requires touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting. 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

- Responds to call-outs in a dependable manner and on short notice.
- Establishes effective working relationships with others.
- Demonstrates thorough performance of duties under limited supervision.
- Maintains due regard for the safety and welfare of self and other employees.
- Receives direction in a businesslike and professional manner.

- Communicates clearly and efficiently both orally and in writing.

SELECTION GUIDELINES

Review of completed City Employment Application; review of experience; an oral interview; an in person skills review, and a successful background check may determine final candidate selection.

The examples of duties included in this position description 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.

This 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.