

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

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**PRIMARY OBJECTIVE:**

Performs manual work in construction, operations, maintenance, and repair of City infrastructure and facilities. Performs a variety of maintenance tasks pertaining to public works operations and services.

**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. Performs a variety of construction, operational and maintenance activities in the completion of assigned departmental services and operations, which includes drinking water production/distribution systems, sanitary 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. When assigned to water/wastewater utility functions, performs 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.
4. 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.
5. When assigned to streets/public works duties, directs 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.
6. Performs overall grounds/parks maintenance duties, which includes mowing grass, operating a weed eater, removing and trimming shrubbery, raking leaves and removing trash.
7. Assembles and disassembles traffic control pylons, barriers and signs. Assists with traffic control activities.

8. Cleans debris from ditches, culverts, and creek beds. Collects and hauls trash, garbage, debris, dirt, sand and gravel. Power washes trash containers.
9. Performs additional construction and maintenance tasks such as grading, pouring concrete, asphalt spreading, and filling potholes, and general grounds maintenance.
10. Works with and around heavy construction equipment. Completes and assists in strenuous repair, installation or construction activities.
11. 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.
12. 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.
13. Performs other duties as assigned or apparent.
14. Assigned to after hours and 24-hour/day week end (on-call). Can and will be called in to assist any time of the day or night when needed. (Snowplowing, main breaks etc.).
15. 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.
16. Maintains and repairs the Public Works fleet of equipment, including fabrication and welding.
17. Adheres to assigned work schedule as outlined in the City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Policies.

**MINIMUM JOB REQUIREMENTS:**

High school diploma/GED

Must be at least 18 years of age.

Must possess a valid Class B Minnesota Driver's License.

**OTHER REQUIREMENTS**

Must be able to effectively operate heavy equipment such as a pick-up, backhoe, skid loader, dump truck, lawn mowers, wide variety hand tools, etc.

The ability to obtain within 18 months a Class "C" drinking water treatment license issued by the Minnesota Dept. of Health, and a "SD" sanitary sewer collections license issued by the Minnesota Pollution Control Agency.

**KNOWLEDGE, SKILLS AND ABILITIES.**

Knowledge of:

- Operation and maintenance of power- driven 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 work activities.
- Observation and decision-making
- Organization and time management.
- Operating assigned equipment.

Ability to:

- Perform a variety of skilled construction and maintenance tasks.
- Perform strenuous manual labor tasks related to assigned responsibilities.
- Safely and properly operate various tools and light equipment
- 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, positions 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. Incumbents 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.
- Caries out assignments and 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 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 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.