



## POSITION DESCRIPTION

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|---------------------------------------------------------------------------------|--------------------------------------------------------|
| <b>Position Title</b><br>Public Works Lead Maintenance Worker                   | <b>Position Status</b><br>Regular Full-Time, Non-Union |
| <b>Department / Accountable To</b><br>Public Works Director, City Administrator | <b>Revision Date</b><br>July 16, 2026                  |

### POSITION SUMMARY

Under the supervision of the Public Works Director and City Administrator, this position 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; performs a variety of maintenance tasks pertaining to Public Works operations and services; assigns work detail to department employees; and reports to the Director on a regular basis on conditions relative to operations, safety, and day-to-day activities within the department.

### 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, 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. Performs one-on-one training sessions with new hires and on an on-going basis as needed, focusing on teaching how to complete Maintenance Worker and Public Works tasks; and on how to operate equipment and software within the department while gaining a more in depth understanding of job responsibilities consistent with organizational goals.
3. Operates a wide variety of hand and small power tools and equipment such as push mowers, weed eaters, shovels, rakes, trucks, pick axes; and operates medium and light equipment including tractors, riding mowers, jack hammers, cement mixers, chain saws and various other equipment in support of departmental maintenance and construction operations. Works with and around heavy construction equipment. Completes and assists in strenuous repair, installation or construction activities.
4. When completing water/wastewater utility functions, performs and assigns 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 assists in utility locating.

6. When performing streets/Public Works duties, assigns and assists in directing traffic around work site and assembling appropriate barricades. Assigns and assists with cleaning and repairing streets, street signs, alleys, gutters and drains, ditches, culverts, and creek beds; as well as with shoveling and spreading sealer/asphalt, and operating an asphalt roller.
7. Performs 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. 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, filling potholes, and general grounds maintenance.
11. When performing stormwater collection duties, completes 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's MS4 stormwater regulations.
12. Assists in snow removal from 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 operations on State, County, and City right-of-way.
13. Maintains and repairs the Public Works fleet of equipment, including fabrication and welding.
14. Performs other duties as assigned or apparent.
15. Maintains the on-call shift scheduling. The Lead Maintenance Worker is required to be assigned to after hours and 24-hour/day weekend on-call duty shifts, thereby sharing in the on-call duty schedule with other Public Works employees. Can and will be called in to assist any time of the day or night when needed for snowplowing, main breaks, etc.
16. Adheres to assigned work schedule as outlined in the City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Policies.
17. Assists the Public Works Director or City Administrator with investigations and resolutions.
18. Provides feedback to the Public Works Director or City Administrator on an ongoing basis.

#### **MINIMUM QUALIFICATION REQUIREMENTS**

- Bachelors or Associates Degree in Instrumentation Technology; or, high school diploma or GED and a minimum of 5 years of progressively responsible municipal Public Works experience including water/wastewater.
- Must be at least 18 years of age.
- Must have thorough knowledge and understanding of drinking water distribution systems and sanitary sewer collection systems.

- Must possess a current Class C or D 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.
- Must possess a valid Class B Minnesota Commercial Driver's License with air brakes. Employees are required to drive safely in compliance with Minnesota state traffic laws/rules and to adhere to posted speed limits while carrying out their job duties.
- Must be able to operate heavy equipment such as a pick-up, backhoe, skid loader, dump truck, etc.
- Must be able to work weekends and holidays when necessary, be on call, and respond to calls during non-work hours.

## **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 Public Works 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 blueprints, maps, shop drawings, and as-builts; using GIS software.
- Computer and mobile device use, Microsoft Office applications, copier/scanner equipment, and office phones.

### *Ability to:*

- Understand 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. Ability to communicate clearly and concisely, both orally and in writing.
- Make arithmetic computations using whole numbers, fractions and decimals. Ability to compute volume, flow, detentions, flow velocities, chemical dosing calculations, rates, percentages and ratios.
- Coordinate, motivate, and schedule work for the Public Works Department.
- 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, and promote good safety practices to the team.
- Contribute to the upkeep and updating of required records.
- Interpret and explain City policies and procedures.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain 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 while 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 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**

- Establishes effective working relationships with others.
- Relies on experience and judgment to accomplish/perform assignments and duties under limited supervision.
- Maintain regard for the safety and welfare of self and other employees.
- Receives and gives direction in a businesslike and professional manner.
- Communicates clearly and efficiently both orally and in writing.
- Completes necessary and accurate arithmetic calculations while in the performance of job functions.

**SELECTION GUIDELINES**

Review of completed City Employment Application and resume; review of education and experience; an oral interview; an in person skills review, and a successful background check determine final candidate selection. NOTE: Appointees will be subject to completion of the standard probationary period for a Public Works Maintenance Worker.

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.

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.