

City of  
**ST. FRANCIS**

**POSITION PROFILE**

**Effective Date:** June 2025

**Position Title:** Seasonal Public Works Maintenance

**Status:** Non-Exempt  
\$16-18/hr

**Department:** Public Works - Streets and Park Maintenance

**Approved:** \_\_\_\_\_

**Accountable to:** Streets and Parks Supervisor

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**Primary Objectives**

Performs routine manual maintenance work associated with the City's streets and storm sewers, and with park equipment, buildings, grounds, trails and recycling program; performs related duties as required.

**Supervision Received**

Receives general and/or technical supervision from the Streets and Parks Supervisor.

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**MAJOR AREAS OF ACCOUNTABILITY**

- \* 1. Performs a variety of manual and semi-skilled tasks related to streets, storm sewers, park maintenance and recycling.
- \* 2. Operates equipment and vehicles including but not limited to; lawn and ditch mowers, Toolcat, and skidsteer.
- \* 3. Maintains City parks including mowing, picking up debris, painting, emptying trash and removing or trimming brush and debris.
- \* 4. Removes weeds and debris along roadways, storm sewers and outlets and changes flags.
- \* 5. Installs, removes and repairs or replaces signs, signposts and fences.
- \* 6. Maintains and operates a variety of tools and equipment.
- \* 7. Reports equipment malfunctions and makes proper equipment checks before each day's operations; performs routine maintenance on vehicles and equipment.
- \* 8. Reads and follows all safety and operational rules, regulations, policies and practices.

- \* 9. Establishes and maintains a professional and positive image with the public by responding to requests for services and complaints in a professional, pleasant and tactful manner and ensuring problems are resolved.
- \*10. Perform other duties as needed or assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- \* ➤ Considerable knowledge of tools, vehicles and equipment used in street and park maintenance.
- \* ➤ Working knowledge of building and ground maintenance and general building repair.
- \* ➤ Working knowledge of occupational hazards involved and safety precautions in public works maintenance.
- \* ➤ Considerable skill in safe operation of department vehicles and equipment in all types of weather.
- \* ➤ Considerable ability to perform hard manual labor, including manual excavation/digging.
- \* ➤ Considerable ability to stand, walk, sit, or operate a vehicle or equipment, sometimes for long periods of time.
- \* ➤ Considerable ability to bend, crouch, stoop, stretch, or crawl.
- \* ➤ Considerable ability to use motor skills to manipulate objects requiring manual dexterity, and to be able to lift and carry equipment and supplies weighing up to 50 pounds or more.
- \* ➤ Working ability to perform work in adverse weather, including storms.
- \* ➤ Working ability to work with and around irritants and fumes.
- \* ➤ Working ability to work independently without direct supervision and to be able to prioritize tasks and determine the best course of action to fix a problem.
- \* ➤ Working ability to establish and maintain effective working relationships with supervisors, city employees, representatives and contractors and to deal with the public in a pleasant, courteous, and tactful manner.
- \* ➤ Working ability to visually detect work to be done, equipment problems and supply needs.

### **MINIMUM QUALIFICATIONS**

- One year of experience operating light equipment and performing general maintenance work, or equivalent preferred.

### **DESIRABLE QUALIFICATIONS**

- Previous experience in construction, building maintenance, farming and/or landscaping is desirable.

\* Note: Asterisked items are essential to the job.