

## Public Works Maintenance Worker Job Description

Effective Date: November 30, 1991  
Revised: April 18, 2016

### **DESCRIPTION OF WORK:**

General Statement of Duties: Performs routine to skilled labor and maintenance work in the public works department; and performs related duties as required.

Supervision Received: Works under the technical direction of the Public Works Director.

Supervision Exercised: None.

### **TYPICAL DUTIES PERFORMED:**

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

#### EQUIPMENT OPERATION & MAINTENANCE

Operates front-end loader and trucks to remove snow from city streets, municipal parking lots, and alleys during winter; operates sander and applies salt to roadways, sidewalks, and municipal parking lots; removes snow from sidewalks of city buildings.

Performs preventative maintenance and repair of department vehicles; records work done in maintenance log book.

Performs minor maintenance on lawn mowing equipment including changing oil, checking tires, changing or sharpening blades, lubricating and cleaning equipment, etc.

Schedules and performs minor maintenance on sewer cleaning equipment; repairs utility holes as needed.

#### STREETS

Maintains and repairs streets including patching potholes with blacktop, sweeping streets, grading gravel roads, seal coating, removing debris, placing cones or barricades around hazards, etc.

Straightens and replaces street signs that are damaged.

Paints crosswalks, turn arrows, handicapped parking identifier, parking lines, etc. on city streets and parking lots.

Installs and removes holiday decorations.

#### PARKS , BUILDINGS & GROUNDS

Performs miscellaneous maintenance, construction, and repair work as needed on city buildings and property including construction, plumbing, basic electrical, painting and staining etc.

Performs shade tree maintenance in the city including removing diseased trees, splitting wood, chipping brush, trimming trees, and planting new trees.

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Performs ground maintenance in parks and around City buildings including cutting grass, spraying weeds, planting and watering trees and flowers, picking up brush and branches, laying sod, etc.

Inspects playground and park areas for hazards; maintains and repairs playground equipment.

Assists with the installation of new park equipment and relocation or removal of old equipment.

Paints and repairs picnic tables and benches; stores picnic tables for the winter.

Maintains park shelters and restrooms including cleaning, painting, plumbing, repairing, emptying trashcans, etc.

Performs general maintenance on playing fields including dragging infields, chalking lines, watering grass, repairing bleachers, preparing sprinkler lines for winter, etc.

Prepares and maintains skating rink ice including flooding, snow removal, etc; removes snow from Lagoon Park skating area; maintains warming house.

### WATER & SEWER

Operates and maintains the aeration blowers, return sludge pumps and the stabilization ponds and maintains diffusers, floats, lift stations, hoses and other assemblies.

Inspects and monitors city wells; computes daily pumpage and sets reservoir and water tower pumping levels; takes draw downs and collects water samples.

Monitors and adjusts chemical feed pumps; maintains fluoride, chlorine, and polyphosphate levels in the City water system.

Maintains and repairs fire hydrants including moving and painting hydrants, and preparing hydrants for winter.

Performs general maintenance to tower and pump house buildings including painting, cleaning, etc.

Inspects and monitors lift stations; computes pumpage amounts and hours run; performs maintenance on lift stations and pumps.

Installs and calibrates water meters on new and existing structures; cleans and repairs water meters; reads water meters; may perform water main connections.

Inspects and locates water and sewer lines for digging or sewer connection permits; performs air tests on sewer lines and pressure tests on water lines.

Maintains sewer lines including jetting and rodding of collection lines, injecting root killer into sewer lines to remove roots, and applying odor control chemicals.

### MISCELLANEOUS

Assists with preparation for city parades and other special events including placing no parking signs and barricades on the parade route, putting up snow fencing for street dances, sweeping the streets afterwards, etc.

Attends training and continuing education courses as necessary.

Performs miscellaneous cleaning, maintenance, and repair work as needed.

Will be asked to be on call on a rotating bases from Tuesday to Tuesday. Must be able to respond within 30minutes or less.

Will be asked to do weekend rounds on a rotating bases, on the on-call week.

Assists other City departments as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Considerable knowledge of the repair and maintenance of streets.
- Working knowledge of equipment and vehicle maintenance and repair including procedures, methods, and tools.
- Working ability to analyze repair and maintenance problems and determine appropriate solutions.
- Working knowledge of the traffic laws, ordinances, and regulations involved in equipment operation.
- Considerable skill in the operation of snow removal, street sweeping, heavy machinery, and other public works equipment and vehicles.
- Considerable skill in building and grounds maintenance including carpentry, plumbing, concrete work, welding, basic electrical, painting and staining, sheet-rocking, and taping.
- Considerable knowledge of the operation of a Class C Water and Class B Wastewater facility, including sufficient knowledge of computer systems to operate wastewater treatment plant, mathematical ability to calculate pump rates, ability to collect samples for outside lab testing and control testing, operating the treatment lab and coordinating lab results, ability to fill out DMRs and all reports for Minnesota Pollution Control Agency and knowledge of inventory control and ordering supplies for wastewater treatment plant.
- Working knowledge of federal and state laws, municipal ordinances, and regulatory requirements for water and wastewater facility operations.
- Considerable ability to perform heavy manual labor for long periods of time, sometimes under adverse weather conditions.
- Working ability to follow oral and written instructions.
- Working ability to prioritize work and perform duties independently.
- Working ability to work and communicate effectively with City staff and the general public.

**MINIMUM QUALIFICATIONS:**

Must possess a Minnesota Class B Drivers License and one year heavy equipment operation experience. Must possess a Class D Water Operators License and Class D Waste Water Operators License or ability to obtain within two years of employment.