
POSITION TITLE: **Public Works and Parks Maintenance Worker I**
DEPARTMENT: **Public Works/Parks**
ACCOUNTABLE TO: **Public Works Supervisor, City Administrator**

SUMMARY STATEMENT

Performs semi-skilled work and operates a wide variety of equipment providing field services in the City. The position participates in various phases of operation, maintenance, cleaning and construction activities related to the repair and maintenance of streets, sidewalks, sewers, water, storm drains, parks, municipal grounds and building facilities. Work is performed under supervision of the Public Works Supervisor or other public works personnel. Responds promptly and courteously to service requests by the public in a fast-paced and multi-tasked environment.

COMMON PERFORMANCE STANDARDS

Expected to deal with the public and co-workers in a positive, respectful and timely manner and perform duties in a safe and respectful manner.

EQUIPMENT USED

All types of light and heavy equipment including, but not limited to vehicles, dump trucks, snow plows, wheel loaders, tractors, skid-steer loaders, mowers, bucket truck, air compressor, brush chippers, crack sealing machines and routers, and asphalt hot boxes. Uses hand tools, shovels, rakes, chainsaw, power trimmers, sprayers, computer, phone and general office equipment.

ESSENTIAL FUNCTIONS OF THE POSITION

The listed examples may not include all duties performed.

- Positive and professional interaction with the public.
- Assists with all street related maintenance and repair, including crack sealing, patching streets, snow removal and ice control, storm drain repairs, and other street related maintenance and repair work.
- Assists with service and repair of city vehicles and equipment.
- Performs maintenance on park grounds, buildings, facilities, park shelters, skating rinks, athletic fields, weed control, mowing, tree trimming, and other various related duties.
- Performs cleaning and janitorial services to city buildings
- Assists with maintenance and repairs to city buildings and properties.
- Assist with operations and maintenance of water and wastewater infrastructure and operations of City compost site
- Performs other and miscellaneous duties as assigned and as needed.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Education and Experience

- High School Diploma
- Minimum of one year of work experience related to construction, buildings or grounds maintenance in public or private setting
- Must be at least 18 years of age
- Some computer skills and software knowledge

2. Knowledge, Skills and Abilities

- Ability to use hand tools and non-technical equipment to carry out all work assignments
- Ability to perform job responsibilities in climatic extremes
- Must communicate and interact positively and behave in a courteous and professional manner
- Ability to work cooperatively as a member of a crew, as well as, independently with minimum supervision
- Ability to be on call weekends and holidays and respond to emergencies 24-hours a day when assigned, and work overtime when necessary
- Ability to safely operate various vehicles and light and heavy equipment

3. Special Requirements

- No felony convictions
- Must possess a valid Minnesota driver's license or equivalent out of state license
- Must be neatly groomed

PREFERRED QUALIFICATIONS

1. Class B Driver License
2. Previous maintenance and grounds experience
3. Knowledge of tree maintenance and care
4. General knowledge of public works operations

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those associated with the essential functions of this job. Reasonable accommodations might be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk; hear; sit in vehicles or in an office setting; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to stoop, kneel, crouch, crawl, and occasionally climb or run. The employee must have the ability to deal with heights and confined spaces, to stand extreme variations in temperature, and to sustain work in adverse weather conditions for long periods of time.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, ability to see and observe various activities related to the job. Specific audio abilities required by this job include hear voices, two-way radios, other radio devices, and phones.

This is a labor-intensive position and physically demanding. The employee must possess the ability to lift and/or move up to 80 pounds. While performing the duties of this job, the employee regularly works in all outdoor conditions, confined spaces, and automotive shop environments. Employee on occasion may work indoors in an office setting with moderate noise levels.

SELECTION GUIDELINES

Formal application and resume; review of education and experience; in-person 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.