

**JOB TITLE:** City Part-time Maintenance Worker

## **JOB SUMMARY**

The City Maintenance Worker is responsible for a wide range of moderately complex repair, construction and public works maintenance activities requiring the operation of various types of heavy and light equipment and hand tools. Provides oversight to the operation of the City's Streets/Parks/Cemetery/Grounds/Infrastructure. Provides oversight to the operation and maintenance of the City's Water/Wastewater.

Supervision Received: Works under the administrative oversight of the City Council.

## **DUTIES AND RESPONSIBILITIES**

- Maintain as needed the water/wastewater system for the city. This includes but is not limited to maintaining and repairing pump, motors and related equipment in water pumping and sewage lift stations, flushing storm and sanitary sewers, cleaning storm catch basin.
- Performs sampling and testing activities in accordance with department policy for Water/Wastewater Treatment Plant.
- Prepare and submit various water and sewer reports as directed by County/State requirements.
- Read water meters on a schedule determined by City Council.
- Maintain well readings and sewer readings.
- Monitor and maintain city fluoride tank.
- Clean all city owned buildings as needed basis.
- General maintenance of park, cut grass for city lots, cemetery.
- Identify all new grave sites and maintain all cemetery grounds as needed year round.
- Plow and sand streets.
- Maintains all street signs as needed year round.
- Maintains all streets including but not limited to patching, snow fence, and all general maintenance.
- Perform maintenance and service on all city vehicles excluding fire and rescue vehicles.
- Maintain inventory of material supplies and equipment by developing and implementing material handling methods and requirements; conducting vendor/consultant relations/ordering equipment and supplies as budgeted and reviewing inventory reports to ensure adequate availability of needed resources.
- Respond to inquiries/complaints.
- General maintenance and repairs as needed.
- Other duties as directed by city maintenance supervisor, Mayor and/or City Council.
- Ability to be on call every day (evenings and weekends) including holidays.
- Attends council meetings as needed.

- Advises council as needed.
- Attends conferences when directed.
- Attends classes as directed to improve/enhance job performance.
- Animal control including but not limited to removal of dead animals, removal of wild animals (e.g. skunks, raccoons )
- Must be able to work up to and not exceed 60 hours in a two week period unless directed by supervisor.

## **REQUIRED KNOWLEDGE AND SKILLS**

- Knowledge of laws, rules and regulations applicable to City government.
- Ability to perform basic mathematical calculations, to analyze data and to prepare accurate and thorough reports.
- Knowledge of city emergency procedures and safety procedures.
- Knowledge of OSHA standards and practices.
- Ability to communicate both orally and in writing.
- Ability to operate a computer.
- Ability to prepare records and file for the maintenance department
- Knowledge of applicable electrical, mechanical, and related fields.
- Ability to provide appropriate customer service utilizing interpersonal skills.
- Ability to operate various equipment related to public works.
- Knowledge of safety regulations and laws.
- Ability to perform work in a safe manner and use approved safety equipment, including above and below grade work.
- Ability to demonstrate proficiency in application of methods, practices, tools and equipment and materials used in the operation of water and wastewater utilities.
- Ability to make recommendations to the Council.

## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

## **WORKING CONDITIONS**

- Daily exposure to weather conditions and temperature extremes. Daily exposure to noise, irritants, fumes, energized equipment and potential hazards.
- Department workload is scheduled Sunday through Saturday.
- Must be available for possible overtime work as required. The employee has the option to be paid out any overtime each pay period OR accrue up to forty (40) hours to be used in the same year or lost (any hours over the forty will be automatically paid out).
- Emergency call back response time: Must be able to arrive on-site to an emergency call-back within twenty (20) minutes of the initial emergency notification.

## **MINIMUM QUALIFICATIONS**

- High School Diploma or G.E.D
- Possession of a Class “B” Minnesota Drivers License.