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Position Title: Maintenance Worker

Accountable To: Public Works Director

Department: Public Works

Job Grade: Full-Time, Non-Exempt
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Position Purpose:

This position is under the direct supervision of the Public Works Director. This position performs varied maintenance and repair work involving streets, parks, City buildings, the water treatment plant and distribution system, and the wastewater treatment plant and collection system. This position is the lead operator of all City Equipment and Chief Mechanic responsible for equipment maintenance.

Qualifications:

1. High school diploma or GED.
2. Mechanical experience or training.
3. One-year experience involving maintenance and repair of streets, utilities, parks or equivalent.
4. Valid Minnesota Class B Drivers License or ability to obtain within six (6) months of hire, without record of suspension or revocation in any state.
5. Residency within a 30-minute response time or ability to obtain residency within one year of appointment.
6. Successful completion of criminal history background check.

Physical Requirements:

1. Frequent sitting & standing.
2. Regularly required to talk and hear.
3. Frequently required to use hands to finger, handle or feel objects, tools or controls.
4. Frequently required to stand, walk, run, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, push and pull, twist and turn, and taste and smell.
5. Regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds.
6. Vision abilities required include close vision, distance vision, color vision, night vision, peripheral vision, and depth perception, and the ability to adjust focus.

Working Hours & Conditions:

1. Position is up to 40 hours per week.
2. When carrying on-call device will be required to respond within sixty (60) minutes to emergency situations.
3. May be required to work additional hours as necessary in an emergency.
4. May be exposed to all weather conditions, including extremes. May work in high, precarious places.
5. May be daily exposure to fumes, energized equipment, potential hazards, illnesses and irritants such as dust, dirt, and fumes.

Knowledge, Skills & Abilities Required:

1. Knowledge of street repair and maintenance practices and procedures.
2. Basic knowledge of equipment and vehicle maintenance and repair, including procedure, methods and tools.
3. Basic knowledge of the operation of snow removal, street sweeping, lawn mowing, heavy machinery and other public works equipment and vehicles.

4. Knowledge of the operation of hand and power tools and equipment.
5. Basic ability to analyze repair and maintenance problems and determine appropriate solutions.
6. Ability to follow oral and written instructions. Ability to complete tasks as assigned.
7. Ability to make decisions in accordance with established policies and procedures
8. Ability to work and communicate effectively with City staff and the general public.
9. Working ability to perform heavy manual labor, even under adverse weather conditions.
10. Ability to respond to emergencies after normal working hours.

Essential Job Duties:

1. Operates and maintains the water and wastewater facilities under the direction of the Public Works Director.
2. Monitors lift stations, checks and reads water meters when necessary.
3. Collects and test samples in on-site lab, or send samples to a private lab.
4. Monitors the spray irrigation system to ensure proper operation.
5. Assists in routine maintenance and monitoring of the water distribution and treatment system and the wastewater collection and treatment system. Flushes hydrants as directed.
6. Assists with installation of water mains and water hook-ups. Assists with the installation of water meters.
7. Responds to calls involving plugged sewers, sewer backups, water main breaks, leaks, and frozen waterlines.
8. Maintains City compost facility. Opens and closes gate at the compost facility. Trims trees, picks up brush and chips branches, as directed.
9. Operates heavy motorized equipment: street sweeper during spring, summer and fall seasons; dump truck and snowplows during snow removal; trucks; front-end loaders; tractors; power mowers; and other power driven equipment and tools.
10. Examines and maintains all city streets and sidewalks. Maintains and repairs equipment provided for street maintenance.
11. Performs maintenance work on City grounds, buildings and equipment. Performs work related to City parks, including painting, repairing, and servicing park equipment and facilities; removing trash; and carpentry, masonry, and other tasks associated with the construction and maintenance of City buildings and facilities.
12. Mows City properties. Plows, shovels, de-ices, sands, and blows snow on City properties.
13. Performs street functions such as sweeping, plowing, patching, sanding, as required.
14. Maintains, replaces and repairs all street and regulatory signs as directed by the Public Works Director, City Administrator and/or City Council.
15. Performs miscellaneous welding, carpentry, repairs and painting.
16. Follows all safety regulations and policies in order to prevent injuries for occurring.
17. Assists other City departments as needed.

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position, but, does not state nor imply that the above are the only duties and responsibilities assigned to this position. All requirements and duties listed are subject to change at any time.

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Adopted by the Dassel City Council on the 16 day of February 2021.

City Clerk/Treasurer

Date

I acknowledge receipt of my job description and will be given an opportunity to review it at any time in the future or whenever it is updated by Council action.

Employee Signature

Date