

City of Mahtomedi
Job Description

POSITION: Maintenance Operator
DEPARTMENT: Public Works
REPORTS TO: Public Works Director

SUMMARY

Performs intermediate semiskilled work operating, maintaining, constructing and repairing the City's water, wastewater, storm sewer, streets, parks, open spaces, public facilities, equipment and infrastructure to ensure safe and efficient operation, and related work as apparent or assigned. Work is performed under the moderate supervision of the Public Works Director.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS OF THE POSITION

Performs daily maintenance of City streets, parks and municipal water/wastewater systems.

Maintains and repairs City streets, including asphalt repairs, seal-coating, street sweeping, curb repairs and traffic marking installation.

Responsible for snow removal and ice control on City streets, parking lots and trails.

Installs, maintains and repairs Public Works infrastructure including maintenance and repair of complex pumps, electrical motors, water storage facilities, water distribution lines, water gate valves, fire hydrants, water meters, sanitary sewage lift stations and sanitary sewer lines.

Performs public property maintenance including tree and brush removal; building maintenance; street sign maintenance; mows large turf areas; operates hand and power tools; performs minor vehicle repairs; operates generators for lift stations and wells; operates light and heavy equipment.

Assists in the maintenance of complete and accurate Public Works operations records.

Adheres to City, State and Federal safety rules, OSHA requirements and CDL license requirements.

May assign and direct the work of seasonal/temporary workers.

EDUCATION and/or EXPERIENCE

High school diploma or GED and minimal experience, or equivalent combination of education and experience.

KNOWLEDGE, SKILLS and ABILITIES

General knowledge of streets drainage, buildings, grounds, utilities, landscape areas and related construction, maintenance and repair procedures; general knowledge of the safe use, operation and preventive maintenance of the equipment to which assigned; general skill in the use of office and computer equipment including related hardware and software; general skill in the use of equipment to which assigned; ability to read and interpret documents such as safety rules, operating, maintenance and training manuals, instructions, and procedure manuals; ability to prepare routine reports and correspondence; ability to maintain complete and accurate records; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to communicate effectively orally and in writing; ability to understand and follow specific instructions in oral, written diagram or schedule form; ability to perform manual labor for extended periods, often under unfavorable weather conditions; ability to read and write; ability to work irregular hours, including overtime when required; ability to work for one week "stand-by" responsibilities periodically; ability to establish and maintain effective working relationships with associates and the general public.

PHYSICAL REQUIREMENTS

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, using hands to finger, handle or feel and lifting and frequently sitting, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms-length, operating

machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to outdoor weather conditions, frequently requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to vibration and exposure to blood-borne pathogens and may be required to wear specialized personal protective equipment and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to the risk of electrical shock and wearing a self-contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

SPECIAL REQUIREMENTS

Minnesota Class D Water license preferred.

Minnesota Class S-D Wastewater license preferred.

Valid commercial driver's license with Class B air brake and tanker endorsement in the State of Minnesota.