

City of Mahtomedi
Job Description

POSITION: Maintenance Worker (Seasonal-67 Days)
DEPARTMENT: Public Works
REPORTS TO: Public Works Supervisor

SUMMARY

Assist with the operation and maintenance of the City's water, wastewater, storm sewer, streets, parks and open space, public facilities and equipment to ensure safe and efficient operation. Performs maintenance, construction and repair of City's infrastructure, equipment, facilities, and properties that are part of the Public Works, Parks and Utilities Departments.

ESSENTIAL FUNCTIONS OF THE POSITION

Assist with the daily maintenance and repair of City's streets, parks and municipal water and wastewater systems.

Assist with the installation and repairs of water meters, gate valves, and manholes.

Assist with the operation and maintenance of generators at all lift station power poles.

Assist with the maintenance and repair of Public Works equipment including dump trucks, lawn mowers, sweepers, loaders, tractors, trailers, small engines, pumps, etc.

Other tasks include public property maintenance, sign maintenance, operation of hand and power tools, minor vehicle repairs, and operation of equipment.

Trims and removes trees, brush and mows grass.

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

Performs other duties as apparent or assigned.

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. Must be at least 18 years old.

EDUCATION and/or EXPERIENCE

High school diploma or GED; and related experience and/or training.

LANGUAGE SKILLS

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 communicate effectively orally and in writing with supervisors, other employees and the general public. Ability to maintain complete and accurate records.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages. Ability to compute, decipher and interpret mathematical analysis regarding water and wastewater standards and requirements. Ability to compute amount of material(s) required for various projects.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of computer operations.

Ability to review and interpret basic City maps.

Knowledge of mechanical equipment.

Knowledge of safe operation of vehicles and equipment.

Ability to operate various types of equipment including, air compressors, chippers, and lawnmowers.

CERTIFICATES, LICENSES AND REGISTRATIONS

Minnesota Class D Drivers License

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 use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stand, walk, sit, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently works near moving mechanical parts and in outside weather conditions and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The employee occasionally works in high, precarious places and is occasionally exposed to extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration.

The noise level in the work environment is moderate to loud.

Date: March 7, 2006

