

# Public Works Maintenance Worker

Dept/Div: Public Works/N/A

FLSA Status: Non-Exempt

## General Definition of Work

Performs work performing a variety of routine maintenance, service and repair duties to assist in the upkeep of municipal facilities, equipment and properties such as parks, public streets, rights-of-ways, and sewer and water systems; maintaining lawn, plants, shrubbery and irrigation systems, general maintenance of buildings including repairs and cleaning, and related work as apparent or assigned.

Work is performed under the supervision of the Public Works Maintenance Worker Lead.

## Qualification Requirements

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

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## Essential Functions

- Operates and services sewer and water systems; maintains and repairs water and sanitary sewer systems; calculates and meters chemicals; maintains and repairs lift stations; installs water metering equipment; reviews blueprints for locations of utilities; maintains and repairs water treatment plants.
- Maintains streets, parking lots, and related property; patches and seals blacktop; installs and maintains streets signs and barricades; monitors and maintains traffic counts; performs mowing, planting, and shrub and tree trimming; replaces and maintains storm sewer catch basins.
- Installs, constructs, maintains parks, grounds, and related facilities and equipment; performs landscaping and grounds care; installs and maintains irrigation systems; installs, constructions, and maintains athletic fields and courts, ice rinks, playgrounds, and recreational buildings; performs grounds, shrub and tree care; lays sod and plants seeds; aerates lawns; mixes and applies chemicals to shrubs, trees, and turf; collects and removes litter.
- Performs preventative maintenance, safety checks, and minor repairs of motorized vehicles and equipment.
- Performs a variety of general labor and maintenance activities including carpentry, digging, and painting; hauls materials, performs wood chipping; prepares and installs concrete forms and finishes concrete surfaces.
- Performs leaf and snow removal activities; plows streets, parking lots, ice rinks and skating areas; plows sidewalks; applies salt and sand to roadways
- Assists with custodial duties and prepares buildings for public use; sweeps, vacuums, mops, dusts, waxes, polishes, and buffs floors, carpets, and furniture; removes garbage and litter from buildings and grounds; cleans and maintains blinds, fixtures, drinking fountains, light fixtures, tables, and walls; arranges facilities for special events; sets up and takes down chairs and tables.

## Knowledge, Skills and Abilities

General knowledge of the methods, materials, tools, and equipment used in building, utility and grounds maintenance and repair; general knowledge of hazards and safety precautions associated with type of work assigned; general knowledge of applicable codes, pertinent inspection and safety requirements; general knowledge of the traffic laws and regulations governing equipment operation; general knowledge of the safe use, operation and preventive maintenance of the equipment to which assigned.

Skill in the use of hand and power tools of the trade.

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Ability to read and write; ability to recognize and diagnose problems; ability to understand follow oral and written instructions; ability to make minor repairs and adjustments to equipment; ability to perform manual labor for extended periods, often under unfavorable weather conditions; ability to read blueprints, maps, and operation and service manuals; ability to establish and maintain effective working relationships with associates.

## Education and Experience

High School diploma or GED and moderate experience in mechanical and maintenance work, or equivalent combination of education and experience.

## Physical Requirements

### *Physical Requirements and Activity*

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force.

Work regularly requires standing, walking, speaking, or hearing and using hands to finger, handle or feel, frequently requires sitting, climbing, or balancing, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling and tasting or smelling.

### *Sensory Requirements*

Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.

### *Sensory Utilization*

Work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly, or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

### *Environmental Conditions*

Work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

## Special Requirements

Minnesota Pollution Control Agency (MPCA) SD Wastewater Collections certification within six months of hire.

Minnesota Class D Water license within six months of hire.

Valid commercial driver's license with Class B or greater, Air Brakes, and Tanker endorsement in the State of Minnesota.

Last Revised: 1/12/2022