

City of Wanamingo, Minnesota
POSITION DESCRIPTION

POSITION TITLE: Street / Public Works Worker

REPORTS TO: City Administrator

SUPERVISES: N/A

LOCATION: Public Works Department

DATE OF LAST REVISION: 02/07

Job Purpose Summary:

To perform a variety of semi-skilled streets and related public works maintenance duties as scheduled or assigned.

ESSENTIAL FUNCTIONS

- Develops and maintains a good working knowledge of all City and department policies and procedures in order to help ensure compliance with such policies and procedures by all personnel.
- Develops respectful and cooperative relationships with co-workers and citizens, which helps establish and maintain Wanamingo's reputation as a well-managed City.
- Confers regularly with the City Administrator to discuss timing and priority of work to be done and keep the Administrator informed of important matters that may require attention at that level.
- Performs a variety of street and public works maintenance duties including but not limited to street maintenance, street sweeping, snow plowing, sanding, materials hauling, mowing, tree trimming, repairing/replacing street signs, street striping, garbage hauling, vehicle maintenance, equipment maintenance, building maintenance, maintains records on all maintenance, installs and maintains playground equipment, cleans storm and sanitary sewers, equipment operation, weekend rotation at wastewater treatment plant, and decorating the City for the seasons.
- Operates various types of equipment including pay loader, grader, dump trucks, snowplows, sanding equipment, pickup snowplows, skid loader, sewer cleaning equipment, street sweepers and small tools.

--Performs additional job-related duties and assists in all departments, as assigned.

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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid weather conditions, fumes or airborne particles, and toxic or caustic chemicals. The employee occasionally works in high, precarious places and is occasionally exposed to risk electrical shock or vibration.

The noise level in the work environment is usually loud.

WORKER REQUIREMENTS:

To be fully qualified and meet performance expectations, an individual must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for the position.

Skills Involved:

The ability to consistently apply skills learned through formal preparation and/or closely related work experiences as noted herein.

Schedules and Other Conditions:

While performing essential functions of the position, an individual will work scheduled and some variable hours, due to seasonal demands or backed up workload in other parts of Public Works.

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

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 up to 50 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.

Mental Abilities:

General learning ability is required. The ability to read, write and communicate directions and information is required.

Personal Attributes:

Flexibility and adaptability to changing work demands are important.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio and percent.

Ability to calculate area for estimating materials for street patching.

Minimum Qualifications for the Position:

- High school graduate or equivalent
- Two to three years' experience in the construction trades or general maintenance
- Two to three years' experience operating and maintaining equipment
- Demonstrated people/public relations skills
- Has, or is able to obtain, a valid Minnesota Class B driver's license with air brake endorsement.

Additional, Desirable Qualifications for the Position:

- Completion of additional training in a closely-related maintenance field
- Related vocational/technical training
- Public works maintenance experience
- Knowledge of water main and sewer line maps.
- Knowledge of safety policies and procedures
- Ability to perform heavy manual labor