

**CITY OF DEEPHAVEN
JOB DESCRIPTION**

<u>Position Title:</u>	Public Works Maintenance Worker
<u>Department:</u>	Public Works
<u>Supervisor:</u>	Public Works Supervisor and City Administrator/Public Works Director
<u>Status:</u>	Hourly Non-Exempt

PRIMARY OBJECTIVE OF POSITION

This position performs skilled, semi-skilled and routine maintenance and repair work with city streets, docks, parks, sewers, vehicles, equipment, grounds and buildings, and performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Maintains and repairs city streets including patching holes, sealing cracks, and overlaying sections of road using a hot mix.

Places cones and directs traffic, using flags as needed.

Operates a loader, dump truck, plow truck, snow blower or bobcat to remove snow from city streets and parking lots.

Removes snow and ice from bridges and walkways, sands and applies salt to streets and parking lots.

Performs regular routine maintenance on primary equipment including inspecting, servicing, replenishing fluids, greasing, lubricating, sharpening blades and washing, assists mechanic with equipment and vehicle maintenance when needed.

Assists in repairing and replacing storm and sanitary sewer mains; inspects and maintains lift stations; maintains fire hydrants for water maintenance and fire suppression; performs inspections for water service connections and disconnections.

Maintains accurate records of sanitary sewer and municipal water ties.

Straightens, repairs, and replaces street signs that are damaged, removes hazards and debris from roadways, and may construct new street signs.

Prepares and maintains records of work completed and materials used.

Operates a cutting torch, tree spade, air compressor, and jackhammer, welding equipment, torch, grinder and/or air hammer, as needed in maintenance or repair work.

Hauls gravel and dirt, may excavate dirt using a backhoe and fill in or repair the holes after the work is complete.

Cleans, repairs, replaces or rebuilds catch basins and culverts, steams open frozen culverts to allow the flow of runoff.

Operates a chain saw to cut down or trim trees and shrubs, removes and hauls trees and brush.

Mows parks, ditches and roadsides using a tractor mower, riding mower, or push mower, removes or sprays weeds.

Responds to on-call and emergency call-outs as required for snow removal operations, tree removal, storm and/or sanitary sewer line blockages, etc.

Repairs playground equipment, maintains tennis courts & platform courts; grooms ball fields, assists in landscaping City property; repairing retaining walls, installing sod, and watering trees, flowers, and shrubs.

Repairs park benches, assists in repairing docks and perform minor carpentry on buildings.

Paints, seals, and stains wood, walls, buildings and playground equipment.

Repairs and paints gazebos, park shelters, warming houses, and other park and beach structures.

Installs, repairs, removes, raises and lowers City boat and swimming docks.

Inspect docks to determine repair needs and estimate materials needed.

Builds and repairs boat slips, canoe racks and slide spaces.

Installs and removes buoys using a pontoon and a winch.

Cleans buoys and maintains anchors, chain and cables.

Re-rock the shoreline, removes trash and debris, and hauls and spreads sand on the beach.

Operates a tanker truck to water trees, flowers and shrubs and to flood ice rinks.

Performs inspections and maintenance on catch basins, culverts and sanitary sewer manholes.

Inspect and record safety and structural deficiencies with playground equipment.

Hauls materials, parts, brush, salt and sand, picks up supplies and runs errands.

Assists in cleaning the shop and performing janitorial work in the municipal building including vacuuming, sweeping, mopping, dusting, replenishing supplies, and cleaning bathrooms and windows.

Picks up refuse and cleans along roadsides in ditches, and in the parking lot.

Maintains and repairs city and park buildings, may perform cement work, carpentry and plumbing on City buildings, fixtures, and/or equipment as needed.

May order materials and supplies.

Operates and drives various types of light and heavy equipment including dump trucks, snow plow equipment, tanker truck, loader, bobcat, tractor mower, riding mower, lawn mowers, and other power and hand tools.

Loads, transports, sets up and removes voting equipment.

Responds to on-call duty and emergency call-outs as required for snow removal operations, salting and sanding roadways, bridges and parking lots, storm and/or sanitary sewer line blockages, lift station repairs, storm clean-up and tree removal, etc.

Attends safety, training and other meetings as required and follows necessary safety precautions.

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.

EDUCATION AND/OR EXPERIENCE

At a minimum, this position requires a High school diploma or general education degree (GED) and a minimum of two (2) years related experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, work orders, material safety data sheets, and procedure manuals. Ability to prepare routine reports and correspondence. Ability to maintain records, complete daily logs, forms, and prepare reports. Ability to follow written and oral instructions. Ability to communicate effectively with City staff, elected officials, contractors and the general public.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions, and decimals. Ability to compute rates, ratios, and percentages. Ability to compute volumes of patching material, including tonnage and cubic yards. Ability to read and decipher as-built maps, records and drawings.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

Considerable ability and skill in the operation of various types of heavy and light equipment.

Considerable knowledge of standard materials, equipment and safe work practices related to heavy equipment operations.

Knowledge of the proper use of tools and equipment used in utility maintenance and repair.

Considerable knowledge of traffic laws, ordinances, and regulations involved in equipment operations.

Working knowledge of sewer cleaning equipment operations, methods and tools.

Working knowledge of lift station maintenance.

Working knowledge to public works maintenance, utility maintenance and/or construction activities.

Considerable ability to perform heavy manual labor.

Knowledge of OSHA rules and regulations.

Knowledge of the "Right to Know – Material Safety Data Information".

General knowledge of computer operations.

Ability to work weekends and holidays, change shifts, be on call and respond to calls during non-work hours.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Minnesota Class B Commercial Drivers License with tanker endorsements or ability to obtain within 6 months of hire.

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

The employee must regularly lift and/or move up to 25 pounds, and frequently lift and/or move up to 50 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 the 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 near moving mechanical parts and in outside weather conditions, including inclement weather conditions. The employee is regularly exposed to fumes or airborne particles, and vibration. The employee frequently works in wet, humid conditions, and in high, precarious places. The employee is occasionally exposed to toxic or caustic chemicals, extreme heat and cold. The employee is occasionally exposed to the risk of electrical

shock. The employee works outdoors in severe weather during the winter clearing snow or sanding and de-icing city streets and in the summer removing trees and other obstructions from the city streets. The employee frequently works on a pontoon repairing docks and buoys.

The noise level in this environment is usually loud.

SALARY & BENEFITS

- The salary range for this position is \$29.95-\$35.73, the starting salary depends on qualifications.
- The position is full-time and offers full benefits including health insurance, vacation and sick leave.

JOB APPLICATION PROCESS

If you would be interested in this position, please submit a resume or job application no later than Friday, October 10th to DanM@cityofdeephaven.org or:

City of Deephaven
ATTN: Dan Madsen
20225 Cottagewood Road
Deephaven, MN 55331

Employment Application

Programs, services and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.

Date of Interview (Month/Day/Year):

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Applicant Data

How were you referred to us:

Position Applied for:

Full Name:

Address:

City:

State:

Zip:

Phone:

Mobile/Pager/Other:

E-mail:

Date Available to Start:

Social Security Number:

- -

Salary Requirements:

If you are under 18 years of age, can you provide a work permit? ☐ Yes ☐ No If no, please explain:

Have you ever worked for this company? ☐ Yes ☐ No If yes, when?

Are you legally allowed to work in the United States? ☐ Yes ☐ No

Type of employment desired: ☐ Full-Time ☐ Part-Time ☐ Temporary ☐ Seasonal

Have you ever pleaded guilty, no contest or been convicted of a crime? ☐ Yes ☐ No If yes, give dates and details:

Answering yes to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

Driver's license number (if applicable to position):

State:

Education History

Name & Location of High School:

Did you graduate?

Name & Location of College:

Years attended:

Degrees completed:

Other Subjects Studied:

Trade, Business or Correspondence School:

Years attended:

Subjects Studied:

Did you graduate:

Summarize Your Special Skills or Qualifications

Previous Employment (begin with most recent position)

Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held: _____

Company Name _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? ☐ Yes ☐ No

Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held: _____

Company Name _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? ☐ Yes ☐ No

Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held: _____

Company Name _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? ☐ Yes ☐ No

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Signature of Applicant: _____ Date: _____

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