

City of Madison Lake Position Description

Position Title:	Public Works Maintenance II
Department:	Public Works
Supervisor:	Public Works Director
Status:	Part-time, hourly, non-exempt
Hours of Work:	The typical work hours for this position are 7:00 a.m. through 3:30 p.m., Monday-Friday. Additional evening and weekend hours may be required as assigned.

PURPOSE:

To perform non-supervisory work to support the operation, maintenance, and repair of streets, and other City buildings and parks. Operates various types of equipment and machinery and performs skilled and manual work. Highly visible position with occasional work on weekends and holidays. Performs related duties as assigned or apparent.

DUTIES:

- Keeps Supervisor informed on all important matters and emergencies.
- Responds to citizen concerns and complaints.
- Performs street and sidewalk maintenance functions including snow plowing, shoveling, sweeping, sanding, de-icing and graveling, repairs or replaces street signs that are damaged, and removes hazards in roadways.
- Operates heavy motorized equipment: street sweeper, snowplows, power mowers, and other power-driven equipment and tools.
- Performs heavy manual labor at times under adverse conditions involving work on ground maintenance, buildings, equipment, and work related to city parks, mowing, painting, repairing, servicing park equipment and facilities, removing trash, trimming trees, carpentry, masonry, other tasks associated with the construction and maintenance of City buildings and facilities.
- Performs miscellaneous cleaning, repair work as needed, and maintenance of city-owned properties, equipment and vehicles regarding gas, oil, water, and lubricants. Records and keeps a record of vehicle maintenance.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge in the safe use of operating hand and power tools and equipment, and operations and materials used in the maintenance department.
- Knowledge in the operation of snow removal and street cleaning equipment.
- Ability to monitor safety conditions and to recognize unsafe situations and OSHA regulations so corrective action may be taken.
- Ability to communicate effectively, both orally and in writing, ability to accept responsibility, ability to understand and carry out oral and written instructions, ability to cooperate with a wide range of individuals, tact, ability to maintain confidentiality as needed, ability to deal with the public.
- Ability to work independently with minimum supervision, exercises good judgment, and employ good time management skills
- Ability to respond to emergencies after normal work hours.
- Ability to lift and carry heavy objects, crawl, stand, bend, reach, climb ladders, sit for extended periods of time and manipulate tools and objects requiring manual dexterity.
- Ability to tolerate extensive periods of time working out of doors, exposure to fumes, energized equipment, potential hazards, illnesses, and irritants such as dust, dirt, and fumes.
- Ability to work occasional evenings and weekends.

MINIMUM QUALIFICATIONS:

- Possession of High School diploma or GED.
- Must be 18 years or age or older.
- Some experience in maintenance, public works or related field.

CONDITIONS OF EMPLOYMENT:

- Must successfully pass a reference and background check.
- Must comply with organizational and departmental policies.
- Must possess a valid State of Minnesota Class “D” Drivers License.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

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 essential functions, this position may be exposed to all weather conditions, including extremes. There may also be daily exposure to fumes, energized equipment, potential hazards, illnesses, and irritants such as dust, dirt, and fumes. This position frequently lifts or moves up to 100 pounds and infrequently lifts or moves up to 175 or more pounds. The noise level may vary from quiet to extremely loud.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs for the employer and requirements of the job change.

Revised and approved May, 2002; January, 2008; .March 2019