

HELP WANTED: PUBLIC WORKS MAINTENANCE WORKER/OPERATOR.

The City of Minneota is accepting applications for a full-time position in the Public Works Department. This position performs a variety of semi-skilled to skilled duties involved in maintenance and repair in City Departments including: Streets, Parks/Recreation, Water, Wastewater and Storm Sewer. The work includes the operation of hand tools, light and heavy and specialized machinery/vehicles. The position may be assigned to any of the Divisions within the Public Works Department and includes regularly assigned duties working alone or as a team of various sizes and may serve as a primary operator on certain types of equipment. Minimum Requirements: High School Diploma or GED, Class B Driver's License, the ability to qualify for a Class D Water & Sewer Certification within 2 years and experience operating heavy and light equipment while working with various materials to complete maintenance and repairs of public streets, facilities, parks, equipment and other public property. Applications and a complete job description can be obtained at the Minneota City Office, 129 E. 1st Street or online at www.minneota.com. Cover letters, applications and resumes outlining education, training, experience, certifications and other relevant skills and qualifications will be accepted until 5:00 p.m. on April 28, 2023. Please direct questions to the City Office at 507-872-6144 or by email at minneotaadmin@centurytel.net.

Department:	Public Works Department
Reports to:	City Administrator
Supervisory Duties:	None
FLSA Status:	Non-exempt
Last Update:	October 2019

Position Details

The Public Works provides skilled operations and maintenance of City infrastructure (water, sewer, parks and streets) and equipment.

Parks/Grounds and Facilities Maintenance

- Assist in the maintenance and improvements to the City’s park system to ensure that all parks are well maintained for the safety of the public and protection of City assets.
- Conduct inspections and performs maintenance and improvements to assure facilities are safe, operational, and have a neat appearance.
- Inspects and maintains picnic shelter, camp grounds, restrooms and trash receptacles to ensure park grounds are clean and in good condition; including painting & repairing of tables and equipment.
- Perform assorted manual tasks as part of parks/grounds maintenance including mowing, weed whipping, painting, tree trimming and equipment repair.
- Manage compost site.

Utility Operations

- Assist in operation, maintenance and improvements to the water delivery system and wastewater collection system.
- Perform general labor tasks including repair and maintenance of pumps, motors, meters and hydrants; monitor and clean lift stations, jet sanitary sewers and perform other related work required for the operation of the municipal water distribution and sewer collection systems.
- May need to be on-call to respond to infrastructure and building emergencies that might arise, including those involving City utilities.
- May be required to work on a rotating or on-call schedule, including weekends and holidays.

Street Operations

- Perform activities related to street and facility maintenance. Responsible for the overall quality of maintenance service.
- Provide road maintenance operations.
- Perform manual tasks related to repair and maintenance of City streets and alleys such as blacktop patching, concrete patching and repair, repairing and replacing traffic signs, and painting pavement markings.
- Maintain storm sewer system, including cleaning, repairing, rebuilding, unclogging and de-icing drains and storm sewers and culverts.
- Prepare trucks and equipment needed for snow/ice removal and calculate the correct amount of material needed.
- Perform snow/ice removal activities.

Maintenance and Operation of Vehicle Equipment

- Operate various trucks, light and heavy equipment including City pickup truck, loader, plow truck, grader, tractor, street sweeper, mosquito sprayer, bucket truck, sewer jetter, bobcat and riding lawn mower.
- Perform routine maintenance in regards to oil changes, lubrications and tune-ups for all equipment.

Customer Service

- Follow up on complaints and other matters of public interest related to the City infrastructure, services and maintenance.
- Deals courteously, effectively and tactfully with the public.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

Position Requirements

Knowledge, Skills and Abilities

- General knowledge of the principles, practices and techniques of water delivery and waste water treatment systems.
- General knowledge of general equipment maintenance and repair techniques.
- General knowledge of the practices, procedures, equipment and materials used in Public Works maintenance and construction work, including snow plowing.
- General knowledge of safe operation, maintenance, servicing and repair of various vehicles and the ability to operate equipment in a skillful and safe manner.
- General knowledge of the organization and functions of City government.
- General ability to make decisions regarding purchasing supplies and equipment.
- General mechanical ability to operate telephone, computer, calculator and copy machine.
- Ability to exercise resourcefulness in solving new problems related to Public Works and the City sewer and water infrastructure.
- Ability to read infrastructure maps and engineering record drawings for locating and marking underground utility mains and laterals.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively, both orally and in writing, including making formal presentations and writing reports when necessary.
- Ability to collaborate and implement effective customer service by maintaining a positive and effective relationship with other City departments, Council, contractors, engineers, residents and staff via in-person, phone or email on a regular basis.
- Ability to physically move about all areas of City properties to carry out duties.
- Ability to prepare and submit required reports to various agencies and other City staff.
- Ability to assist in all emergencies related to Public Works.
- Attends relevant workshops, meetings and training seminars.
- History of safe work habits and clean driving record

Education

High School graduate or equivalent

Requirements

- Valid Minnesota Commercial Class B driver's license
- Class D Water & Sewer Certification within 2 years
- Basic computer skills including a good knowledge of experience using:
 - E-mail and Microsoft Outlook
 - Microsoft Office Products
 - Web Browsing
 - Adobe PDF Viewer

Physical and Mental Requirements

Positions in this job typically require frequent sitting and standing, occasional walking, bending or stooping and kneeling or squatting, intermittent working with arms above shoulders and climbing. This type of work entails occasional mental effort and stress with 15-40% of the time of a typical work-week spent working with a high level of detail and high deadlines. This position frequently works alone and is exposed to dealing with difficult customers occasionally. There is also intermittent exposure to computer tasks. This position is generally moderate-duty and requires the exertion of over 75 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in a field environment involving working inside and outside of vehicles, around moving mechanical parts and in high, precarious spaces. This position frequently uses a City vehicle to drive on City streets. Seasonal conditions can include excessive heat or cold temperatures. This position is exposed to toxic/caustic materials, annoying odors, risk of electrical shock, blood-borne pathogens 15-45% of the time in a typical workweek. The use of safety clothing and equipment is required. Conditions can include working with grease/grime and in wet, slippery and dusty conditions.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All City Positions

- Develop and maintain a thorough working knowledge of, and comply with, all departmental and applicable City policies and procedures
- Demonstrate, by personal example, the spirit of service, excellence and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willingness to assist newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Minneota in a professional manner to the public, outside contacts and constituencies.
- Possess an innovative spirit which can identify, develop and support improved methods, procedures or technologies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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