
Classification: Public Works Worker II
Reports to: City Administrator
Supervises: None.

Department: Public Works
Location:
FLSA Classification: Non-Exempt

POSITION SUMMARY

Under the limited supervision of the City Administrator, the Public Works Worker II performs maintenance of all City parks, playground equipment, buildings, streets, and storm sewers, in addition to assisting with various jobs/duties in the water and wastewater departments. The Public Works Worker II is responsible for operating equipment such as trucks, tractors, snow plows, loader, backhoe, skid loader, and other heavy equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in maintaining wastewater and water systems

- Performs computer data entry work as necessary to operate the Waste Water Treatment Facility (WWTP) and Water Treatment Facility.
- Operates, Maintains, and repairs water mains, hydrants, water meters, and other related items.
- Installs water meters and performs other related work.
- Maintains accurate records, reports and logging of all pertinent information required by state and federal law for water and wastewater treatment operations. Work includes preparation of necessary data and reports to other government agencies as required.
- Operates, maintains, and repairs the Waste Water Treatment Plant system which includes collection, treatment and disposal of sludge.
- Performs the required sampling, testing and lab work necessary in Water Treatment Plant and Waste Water Treatment Plant operations.
- Maintains sanitary sewer mains, manholes, flow meters, lift stations, storm sewer mains, and catch basins.
- Maintains buildings and grounds in the water and wastewater departments.
- Reads water meters on a routine basis.

Provides maintenance duties of all City parks and playground equipment

- Repairs and maintains playground equipment, benches, picnic tables, park restrooms/shelters, etc.
- Maintains playground areas with sand, gravel, dirt, grass, etc. Keeps areas free of trash and debris, as necessary; keeps trash barrels available and empty.
- Mows, trims and weeds park grass areas.
- Performs routine baseball field maintenance.
- Sprays fence lines, ballfields, etc. as necessary.

Maintains City streets, alleys, public sidewalks, storm sewer systems and other public areas

- Keeps areas clear of trash and other debris
- Maintains streets signs; installs or replaces signs as necessary
- Performs blacktop maintenance, patched potholes, repairs roadways for seal coat and overlay.

- Cleans drainage systems, ditches, and catch basins, and repairs drainage pipe, tile and catch basins as needed.
- Stripes crosswalks, turn lanes, parking lots, and designated handicapped parking.
- Maintains buildings including City Hall, Public Works Facilities, and Fire Station.
- Keeps all building secured and locked when not in use.
- Makes buildings accessible to authorized individuals or groups in timely manner as coordinated with the City Administrator.

Ensures city vehicles and equipment are properly maintained/Other duties as assigned or apparent

The incumbent may encounter not-public data in the course of their duties. Any access to not-public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, the incumbent should take reasonable measures to ensure the non-public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, the incumbent must properly store the not-public data according to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).

If a new work assignment requires access to not-public data, the incumbent is permitted to access not-public data for the work assignment purposes only. Any access to not-public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.

QUALIFICATIONS

Education

A high school diploma or GED and one to three years of public works or related experience, or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position are required.

Preferred Qualifications – Class D Wastewater and Class C Water Licenses.

Requirements:

- Valid MN commercial driver's license, Class B, with air brake endorsement required; or must obtain a license within six months of hire.
- Incumbent must maintain a driving record acceptable to the City of Mayer.
- Must comply with DOT testing requirements and regulations for the operation of City motor vehicles.
- Obtain and Class Wastewater and Class C Water licenses.
- Ability to safely operate power tools of various shapes and sizes for multiple tasks.
- General knowledge of current computer-based programs (Word, Excel, SCADA Systems).
- Ability to perform essential functions of position during required hours of service, and work hours outside of normal working day on an as-needed basis as the needs of the City require.

- Ability to perform problem solving, mechanical and analytical skills, and arithmetic computations accurately and quickly.
- Knowledge of the principles and procedures as applied to the operation and light maintenance of trucks, lawn mowers, tractors, trimmers, pay loader, and similar machinery.
- Ability to communicate effectively in English, both verbally and in written formats.
- Ability to concentrate and use reason and good judgement.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in working conditions described. Must be able to perform sustained physical labor or medium difficulty for prolonged periods of time.
- Ability to work in confined spaces, which may require the use of a self-contained breathing apparatus.
- Ability to work independently with limited supervision.
- Knowledge of the principles and practices applied to ballfields, playground areas and lawn care.
- Skill in analyzing, interpreting and executing oral and written instructions.
- Ability to make decisions in accordance with established policies and procedures.
- Ability to collect, test and conduct labs necessary for water and wastewater treatment operations.
- Ability to establish and maintain positive and effective working relationships with all employees, City Administrator, members of the public and other government agencies.
- Must possess requisite knowledge of state and federal water/wastewater rules required as part of the operation of the water/wastewater system.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Work complexity is based on fairly standard procedures and tasks where basic analytical ability is required. Detailed guidelines and procedures are generally used to make decisions or determine actions.
- Work is moderate to heavy, requiring walking, standing, and sitting for extended period. Frequent bending or stooping, and kneeling or squatting. The incumbent can anticipate occasional work with arms above shoulders and exposure to moving mechanical parts and precarious spaces.
- The employee is required to have hand and arm dexterity adequate to operate tools, equipment and machinery.
- The position requires lifting, carrying, pushing, or pulling of over 60 pounds occasionally.
- There may be occasional exposure to hostile or aggressive behavior for members of the general public and therefore limited mental effort and stress can be anticipated.
- There is frequent exposure to noise, sickening or annoying odors, vehicle exhaust, grease, oil and grime. This position occasionally works in confined spaces. This type of work requires the use of protective apparel and equipment.
- Frequent exposure to toxic/caustic materials, risk of electrical shock, exposure to high air/hydraulic pressures, rusty parts-grinding, blood borne pathogens, and slippery conditions.
- Incumbent may be require to work weekends, nights and holidays, as required by weather and road maintenance conditions.

- Due to the exposure to routine roadway work and exposure to high volumes of traffic, speed, inattentive and impatient drivers, this position requires attention to moderate details.
- Driving and work is primarily performed in all, including extreme, weather conditions.

EQUIPMENT UTILIZED

- Uses a variety of equipment, tools, and machinery typical for a public works department including but not limited to riding mower, One Ton Truck, Skid Loader, Dump Truck, Snow Plow Equipment, Backhoe, Loader, etc.
 - Drives City truck and related equipment to conduct public works maintenance tasks and attend meetings and trainings.
 - Uses of computer and related software to operate the Wastewater Treatment Plant and Water Treatment Plant.
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