



## **Job Description**

### **General Public Work Maintenance Worker**

**Position Title:** Public Works Maintenance Worker

**Date:** May 28, 2024

**Department:** Public Works

**FLSA Status:** Full-time, Non-exempt

**Immediate Supervisor:** Public Works Director

#### **Primary Objective of Position**

To perform various types of semi-skilled and skilled work and operate equipment involved in the repair and maintenance to the city streets, storm sewer system, water and sewer systems, and other municipal buildings and property.

#### **Essential Functions of the Position**

Essential duties listed below 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 if the work is similar, related, or logical to the position. Performs periodic heavy manual labor that could occur under adverse weather conditions.

- Assists in repairs and maintenance of the city's streets, rights-of-way, storm sewer system, water, sewer, building, grounds, parks, and other facilities and the position periodically performs heavy manual labor that may occur under adverse weather conditions, hazardous conditions, and unsanitary conditions.
- Duties include, but are not limited to:
  - Street Repairs: pothole patching, crack-sealing operations, sealcoat operations, flagging and traffic control, median maintenance, including weed removal and surface repair, and street sweeping.
  - Right-of-way and Sidewalks: Sod replacement, black dirt and seed placement, tree trimming and removal, concrete sidewalk removal and repair.
  - Storm Sewer System: Clean and repair retention ponds and catch basins, manholes and other structures. Aid in inspection of storm sewer system.

- Snow Removal: Prepare trucks and equipment needed for snow and ice removal and perform snow and ice removal activities.
- Sewer System: Assist in emergency and routine maintenance of sewer and collection system to include but not limited to; sewer jetting, sewer televising, emergencies including plugged sewer lines, lab work, SCADA system call ins, and maintenance of sewer structures.
- Water System: Assist in emergency and routine maintenance of water structures and distribution system to include but not limited to; lab work, SCADA system call ins, water main breaks, maintenance of curb stops, maintenance of hydrants, maintenance of gate valves, maintenance of water meters and radios.
- Equipment: Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Maintains a variety of records relating to inspections and maintenance activity.
- Maintains work area and tools for a clean and safe work environment.
- Work with materials such as bituminous materials, sand, gravel, black dirt, and salt.
- Operate equipment such as tandem axle dump trucks, excavator, skid-steer, front end loader, steel wheel and rubber tire rollers, street sweepers, oil distributors, asphalt pavers, jet vacuum machines, and other miscellaneous equipment as assigned.
- Operate small, medium, or large hand tools, electrical, gas or engine powered tools, vehicles, or heavy equipment.
- Promotes diversity and inclusion objectives defined by the city and continually examines own performance to eliminate implicit bias in carrying out duties and interacting with the public, coworkers, and other city employees.
- Maintains maintenance records on all equipment and estimates and requisitions supplies, materials, and equipment when necessary and assigned.
- Maintains effective working relationships with council, other employees, contractors, consultants, and the public.
- Regular, reliable attendance during scheduled work hours and outside regular hours as necessary.
- Responsible to work overtime, shift changes, or be on call as necessary or assigned.
- Adheres to safety rules and procedures, work rules and city policies.
- Performs other duties and responsibilities as apparent or assigned.

### **Examples of Performance Criteria**

- Demonstrates a working knowledge of methods, tools and equipment used in public works maintenance activities such as, but not limited to snow removal, street repair and maintenance, boulevard repair and maintenance, storm sewer repair and maintenance, water main repair and maintenance, equipment care and maintenance, lawn mowing, weed control, weed whipping and tree trimming.
- Creates a supportive team work environment with a positive attitude toward job assignments and tasks to be performed.
- Is conscientious in the operation and maintenance of equipment and general building maintenance and maintains all maintenance records.
- Shows initiative in recommending methods to improve safety, efficiency, and quality on the job.
- Ability to obtain accurate information and communicate appropriately by using tact and diplomacy with residents, contractors, city council, and staff.

### **Minimum Qualifications**

- High school diploma or equivalent job experience.
- Valid Minnesota Driver's License.
- Class B driver's license, or ability to obtain within six months.
- One year of street/water/sewer maintenance or construction experience including equipment operation, or equivalent.
- Must be able to lift 50 lbs on an as needed basis.

### **Desirable Qualifications**

- Additional street and/ or utility maintenance, construction or farming experience including the use of associated equipment.
- Experience working in a municipal public works department.
- Training/education in maintenance, machinery, mechanics, or related field
- Problem solving ability.
- History of safe work habits and clean driving record
- Water and Sewer Licenses.

### **Supervision of Others**

This position does not supervise any other position within the city.

### **Equipment/Job Location**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Duties performed are typically outside, and, therefore, subject to climatic extremes.

### **Conditions of Employment**

- Must comply with organizational and department policies.
- Must possess a valid Class B driver's license.

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

*The city of Rockford is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodation with the employer.*