

Eff 1-29-18

**CITY OF SHAFER  
JOB DESCRIPTION**

Position Title:

Public Works Maintenance Worker

Reports To:

1. Public Works Director 2. Mayor 3. Assistant Mayor

Position Objectives

To provide safe, timely and efficient maintenance of City properties and equipment. Duties include, but are not limited to, vehicle and equipment maintenance, grounds care, street maintenance, building maintenance and wastewater/water operations.

Licenses

- Required- Class B CDL with air brake endorsement
- Preferred- Class D MDH Water Operators License or the ability to obtain within 18 months
- Preferred- Class D MPCA Waste Water Operator License or the ability to obtain within 18 months

Desired Skills

- Dump truck plowing and sanding experience
- Welding experience
- Mechanical experience
- Parks, turf and tree maintenance experience
- Hockey/skating rink and playground equipment maintenance

Major Areas of Responsibility

A. Streets Division

Duties include, but are not limited to:

1. Snow plowing and sanding of streets
2. Street repair
3. Repairing and maintaining sidewalks
4. Maintain city signs and markings
5. Maintain holiday decorations

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#### B. Parks/Grounds Division

Duties include, but are not limited to:

1. Mowing and trimming of parks, well houses and other city properties
2. Inspection, maintenance and repair of city park equipment for safety
3. Plant and maintain landscaping and trees
4. Weed control on city properties

#### C. City Buildings

Duties include, but are not limited to:

1. Provide for maintenance of city buildings
2. Perform cleaning of city buildings
3. Provide for maintenance and repair of building and contents
4. Perform moving of city buildings furniture and equipment

#### D. Equipment

Duties include, but are not limited to:

1. Perform various preventive and corrective maintenance services on city equipment and vehicles to ensure safe and proper operation.

#### E. Water Division

Duties include, but are not limited to:

1. Operation and maintenance of well houses and pumps
2. Operation and maintenance of water tower and distribution system
3. Locating city utilities

#### F. Wastewater/Storm Water Division

Duties include, but not limited to:

1. Operation of collection systems and wastewater treatment facility
2. Lift station repair and maintenance

#### G. Special Projects and Duties

Duties include, but are not limited to:

1. Will be required to be on stand-by duty on certain occasions and will work flexible hours on occasion. Typical hours are 7:00 am to 3:30 pm Monday through Friday, but are subject to change.
2. Will be required to be on call.

H. Other Essential Functions and Capabilities

1. Walking, holding, pushing, pulling, bending, climbing
2. Lifting up to 75 pounds
3. Seeing, hearing, contact with loud noise
4. Ability to wear and use safety equipment
5. Ability to work at high elevations and/or extreme weather conditions
6. Ability communicate clearly and respectfully with City staff, elected officials, contracted personnel and the public
7. Responsible for reporting city ordinance violations
8. Ability to take directions and act accordingly
9. Ability to work alone responsibly
10. Ability to deal with public and public issues
11. Problem solving ability
12. Able to read, write and perform math
13. Ability to be on-call for emergencies including, but not limited to, snow removal, city emergencies and other situations in accordance with city policy and directives of Public Works Director or elected city officials
14. Ability to perform other jobs as assigned by Public Works Director

I. Examples of Performance Criteria are, but not limited to,

1. Holds a commercial drivers license and other necessary licenses as required.
2. Follows safety procedures to avoid Property loss and Personal injury.
3. Ability to follow instructions.
4. Ability to communicate respectfully and effectively.
5. Adheres to Personnel Policy 105.06 Subd. 2 regarding unauthorized absences.

I have read this job description as provided to me and understand my responsibilities.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_