

City of Cokato Job Description

Position Title: **Public Works Maintenance Worker**
Department: **Public Works - Parks**
Status: **Hourly, non-exempt, full-time**
Reports To: **Public Works Director**

Summary

Provides general maintenance for city owned buildings, parks, streets and assists with the operation of water, storm, sanitary sewer facilities as well as servicing of light and heavy duty vehicles and miscellaneous equipment.

Essential Duties and Responsibilities

General

- Performs public works year round duties as assigned by supervisor.
- Performs daily customer service assignments as required or assigned.

Buildings and Grounds

- Performs grass mowing and weed maintenance on all city owned properties.
- Performs general indoor/outdoor maintenance on assigned city buildings and structures.
- Performs other related indoor/outdoor seasonal maintenance tasks as assigned.
- Performs routine weed maintenance, planting, watering of city parks, monuments, and other planted areas.
- Performance maintenance of park structures and playground equipment as assigned.

Sanitation

- Performs general spraying of weeds on city owned property as assigned.
- Assists with general maintenance of city compost area as assigned.
- Performs rubbish removal from city parks as assigned.

Streets

- Assists with general maintenance including snow plowing and repair of streets, sidewalks, curb/gutter and storm sewers.
- Performs general maintenance on vehicles and light/heavy equipment as directed.
- Assists with painting of curbs, crosswalks, and street striping.

Water/Storm/Sanitary Sewer

- Assists other staff with daily utility operations, including reading meters, monitoring well houses, water towers, water treatment plant, and the waste water treatment facility.
- Assists with completion of regulatory or other required reports, as needed.
- Ability to respond to emergency calls related to water/sewer/storm water within 20 minutes.

Work Schedule

- Regular work hours are Monday-Friday 7:30 a.m. - 4:30 p.m. The position also includes on call work, which includes some evenings and weekends for seasonal work and utility monitoring, and may also include some overnight work during snow-plowing season.

Knowledge, Skills, and Abilities

- Ability to operate city vehicles and light/heavy equipment including sweeper, dump truck, tractor, lawn mower, etc.
- Knowledge and skills in mechanical operations of equipment and repair, including general welding skills.
- General ability to establish and maintain effective working relationships with other city staff and the general public.
- General knowledge and ability to make decisions relating to building maintenance, repair practices, and safety procedures.
- General knowledge of maintenance of grounds, planting, and weed control.
- Ability to follow direction with a minimum amount of supervision.
- Ability to respond to emergency city utility situations on a 24 hour basis as assigned.

Education and/or Experience

- Must be 18 years of age or older.
- High school graduate or equivalent
- Customer service skills.
- Physical ability to lift at least 75 pounds.
- Knowledge and experience with the operations of mechanical equipment, including vehicles.
- Ability to work independently.
- Ability to successfully pass physical, drug, and alcohol tests as well as background check.

Preferred Experience

- Minnesota class B commercial driver's license with air brake endorsement, or ability to obtain within 6 months of hire date.
- Class D water and sewer licenses, or ability to obtain within two years of employment.

Qualifications

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. In addition, punctuality and attendance are critical. The individual is expected to be available as scheduled, or work with the supervisor in advance of any unplanned absence to ensure that all shifts are covered.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand; walk; sit; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 75 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work is typically performed in an outside, non-temperature controlled environment. The employee often works in outside weather conditions and may be exposed to extreme cold, wet and/or humid conditions.

The noise level in the work environment is usually moderate.

Reasonable Accommodations

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.