

**PUBLIC WORKS/  
MAINTENANCE WORKER  
City of Greenfield**

**Title of Class:** Maintenance Worker  
**Effective Date:** 2-2-2012

**DESCRIPTION OF WORK:**

Works under the direction of the Public Works Supervisor

Duties: Responsible for performance of general maintenance/public works activities. Participates in maintenance of buildings, streets, ditches, culverts and public lake accesses. Operates and maintains all equipment for construction, reconstruction, snow removal and maintenance of all city streets and trails. Assists in operation and maintenance of sewage treatment plant and public water system as needed.

Supervision Exercised: Exercises general and technical supervision over part-time and seasonal public works employees and contractees for road construction and maintenance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The listed examples may not include all duties performed by all positions in this class. Duties vary from time to time and are at the discretion of the City Council.

1. Performs street maintenance functions including, but not limited to, grading, snow plowing, drainage, patching pot holes, filling cracks, laying gravel; determines street sign placement, straightens and replaces street signs that are damaged; plows and shovels city property; approves permits for the placement of driveways onto city streets.
2. Assists in developing a preventative maintenance plan for city vehicles and equipment and ensures that it is followed; maintains and updates equipment records and performs minor to major repair of equipment and motors.
3. Performs mowing of city roads and ditches; sprays weeds; plants and removes trees as needed; trims trees and shrubs.
4. Maintains city street signs; replaces and repairs as needed.
5. Inspect roadways and picks up road side debris throughout the City.
6. Assists in organizing and maintaining city garage/shop facilities. Performs general custodial duties for all municipal equipment and buildings.
7. Operates small, medium or large hand tools; maintains all such equipment to ensure full operation.
8. Purchases parts, equipment and supplies for street and building maintenance; obtains approval when needed (purchases over \$100.00).
9. Responds to citizen concerns and complaints; resolves issues.
10. Obtains accurate information and communicates appropriately with citizens, Council and staff regarding public works business by utilizing tact, diplomacy and/or restraint to negotiate, persuade or motivate as necessary.
11. Carries out assignments and directives of the Public Works Supervisor.
12. Assists in reviewing contracts, agreements and contracting services related to the public works department.
13. Assists in maintenance of maps and street information, culverts and drain tile.
14. Maintains all City owned park and public use land by mowing, cleaning and maintain working order all parks and park equipment.
15. Other duties as assigned and directed.

#### **OTHER DUTIES AND RESPONSIBILITIES**

1. Represents the City with state and county officials such as the local utility company, MnDot, the County Highway Department and local Road Warrior group.
2. Makes comparison checks on items to be purchased; submits information and makes recommendations to the Public Works Supervisor or City Administrator for City Council approval.
3. Serves as the Safety Coordinator to ensure compliance of O.S.H.A work place safety requirements, performs periodic building safety inspections for safety violations, responsible for maintaining the City Safety Manual and files, works with other staff members to follow policies, procedures, practices and training to ensure safety and efficiency in work environment.
4. Serves as Assistant Weed Inspector to ensure compliance of Minnesota Noxious Weed Laws on both public and private properties; inspects, cuts, treats infested areas of road right of way and other public property, performs private property inspections for violations and sends out notices of non-compliance and follows compliance procedures by documenting and maintaining all records; handles public complaints regarding noxious weeds.
5. Participates in Emergency Management and Preparedness planning as directed by the Public Works Supervisor or City Administrator.
6. Caries out assignments and directives of the Water/Wastewater Treatment Plant Supervisor to include: rotating on call weekends at both plants, must be familiar with operations and be able to trouble shoot to resolve problems, perform building maintenance as needed at both plants.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- o Considerable knowledge of City Code, ordinances, resolutions and policies.
- o Considerable knowledge of the safe use of department equipment.
- o Considerable knowledge of surface water management and drainage control
- o Considerable knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work.
- o Considerable knowledge of traffic laws as they pertain to operating autos, trucks and street equipment.
- o Considerable skill in operating equipment for snow removal, sanding and general street work.
- o Working skill in building and vehicle maintenance.
- o Considerable ability to perform street construction, maintenance and repair.
- o Considerable ability to lift and carry heavy objects, crawl, stand, bend, reach, climb ladders, sit for extended periods of time and manipulate tools and objects requiring manual dexterity.
- o Ability to tolerate extensive periods of time working outdoors.
- o Considerable ability to analyze information and develop alternatives for consideration.
- o Considerable ability to communicate effectively, both orally and in writing, with City staff, state and county officials, elected officials and the public.
- o Considerable ability to read and interpret technical manuals and to determine solutions to a variety of maintenance and repair problems.
- o Considerable ability to prioritize City needs and assist in coordinating public works operations and services.
- o Considerable ability to supervise part-time and/or seasonal staff.

#### **MINIMUM QUALIFICATIONS**

- o High school diploma or GED is required.
- o Minnesota Class B driver's license and Commercial Driver's License are required.
- o Two years of heavy equipment and general road maintenance experience. Some municipal experience and experience as a crew leader or lead person is desired.