CITY OF KERKHOVEN
JOB DESCRIPTION

POSITION: Utility and Maintenance Worker
DEPARTMENT: Public Works

POSITION SUMMARY
Performs semi-skilled to skilled manual maintenance in the Public Works Department. The Public Works Department consists of City parks and recreation facilities, water, sewer and street systems, sanitation and maintaining City buildings and property.

POSITION AUTHORITY
Works under the general and technical direction of the Utility and Maintenance Supervisor.

RELATIONSHIPS

IMMEDIATE SUPERVISOR
Utility and Maintenance Supervisor

EMPLOYEE CONTACTS
All city staff and City Council

OUTSIDE CONTACTS
Consultants, Contractors and the public.

RESPONSIBILITIES

- Operate all types of heavy and light equipment including tractor, mowers, snowplow, skid-steer loader, sewer cleaning equipment, street sweeper, garbage truck etc.
- Operate and perform light maintenance on all equipment engaged in municipal activities
- Remove snow and ice from City streets, parking lots, alleys and other City property
- Maintain playground equipment, park and recreational grounds, municipal swimming pool and other City assets
- Maintain City buildings
- Monthly utility customer meter reading
- Assist in water, wastewater, and storm sewer line maintenance and replacement

- Assist in maintaining the sanitary sewer system; record system readings, operate, inspect, troubleshoot, rod and jet sewer lines and maintain lift stations

- Assist in maintaining the storm sewer system; rod and jet storm sewer lines, clean catch basins and grates

- Assist in maintaining the water system; wells, water tower, fire hydrants, water mains, water meters and chemical feed pumps

- Service and maintain a variety of tools; maintain parts inventory for departmental vehicles

- Assist in completing required federal and state reports and forms

- Work with area contractors as needed and in the absence of the Utility and Maintenance Supervisor

- Sweep streets, gutters and alleys with street sweeper

- Chip brush and braches with wood chipper

- Bi-weekly garbage, trash and refuse pick-up and haul to the County landfill three times per week

- Performs locates for Gopher State One Calls

- Responsible for working in emergency call-outs situations or to be on call on weekends, holidays as necessary or assigned

- Perform other work as required and as directed by the Utility and Maintenance Supervisor or the City Council

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EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

- Minimum: High School diploma or equivalent. Must possess a valid Minnesota Class D driver's license and must be able to obtain a Class B driver's license with air brake endorsement within six months of employment. Must have four years of experience in maintenance, construction, or related equipment operation.
- Desirable: Municipal government experience including a Class D Water and Class C Wastewater license, Type 4 Sludge License, Certified Pool Operator License and sanitation experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of traffic laws, ordinances, and regulations involved in municipal equipment
- Considerable knowledge of the occupational hazards involved and the safety precautions necessary in equipment operation
- Considerable knowledge of the practices of operation and servicing of heavy equipment, including the adaptations and specialized uses to which equipment can be put in meeting emergency or other unusual conditions
- Considerable ability to use a telephone or radio for work calls
- Ability to use a computer
- Working ability to plan for needs and improvement in municipal utility systems
- Considerable ability to safely and effectively operate light and heavy equipment, including the operation of all types of vehicles and other maintenance equipment
- Considerable ability to use good vision including night vision and good hearing to detect problems and make repairs or maintain the systems on an ongoing basis
- Considerable ability to perform a variety of assigned maintenance duties including manually excavating and digging
- Working ability to establish effective working relationships with supervisors, other employees, public officials, and to deal with the public in a pleasant, courteous, and tactful manner
- Working ability to understand and follow written and oral instructions
- Working ability to be on call for work on weeknights, weekends, and holidays

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Considerable ability to stand, walk, bend, crouch, stoop, pull and push, twist and turn and work in confined spaces when installing and making repairs to water, wastewater or storm sewer distribution systems, sometimes for long periods and/or repetitively.
- Considerable ability to frequently lift and carry objects of varying weight up to 100 pounds. Use both large and fine motor skills and a keen sense of touch and smell daily to

perform work.

- Considerable ability to work at heights up to 140 feet (water tower) with some regularity and to maintain balance.

- Considerable ability to perform manual excavation to locate and repair or place underground mains when necessary.

- Considerable ability to work with and around hazardous chemicals irritants, and strong fumes, and to work with potential exposure to infectious disease.

- Considerable ability to use good vision including night vision and good hearing to detect problems and make repairs or maintain the systems on an ongoing basis.

- Considerable ability to use both large and fine motor skills and a keen sense of touch and smell daily to perform work.

- Considerable ability to work outside in all types of weather.

- The noise level in the work environment is usually moderate.

WORK SCHEDULE

The typical work hours for this position are 8:00 a.m. through 5:00 p.m., Monday through Friday. Other hours will be required as the position requires emergency call-backs, being on call and attendance at City Council meetings and other City meetings at the City Council's direction.

COMPENSATION

The Utility and Maintenance Worker position is paid on a salary basis and is not eligible for overtime pay. However, the position is eligible for comp time in accordance with the Employee Handbook and City Council approval.

DISCLAIMER

The duties listed above 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 from the position if the work is similar, related or a logical assignment to the position.

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