

Job Title: Maintenance Worker

Department: Public Works

Status: Full-time regular position, Non-Exempt

Benefits: Qualifies for full-time benefits

Reporting Relationship: Reports to Public Works Superintendent

Supervisory Duties: This position has no supervisory duties.

Position Details: The Maintenance Worker performs a wide variety of work supporting the operation, maintenance, and repair of the sewer systems, water distribution system, buildings, streets, parks, and equipment to provide for the health, safety, and environment of the citizens of Glyndon.

Wastewater and Water Distribution Systems:

- Assist in monitoring and maintenance of a freshwater system, wastewater system and lift stations.
- Inspect and maintain pumps, hoses, and attachments.
- Flush, maintain, and repair fire hydrants.
- Install, read, and repair water meters at homes and businesses.
- Attend training to maintain licenses and certifications for freshwater, wastewater, and vector control.

Street, Parks and Grounds Maintenance:

- Assist in the maintenance of road signage.
- Inspect, prepare, and maintain park shelter and picnic areas.
- Install, maintain, and remove City flower baskets and holiday decorations.
- Mow grass and vegetation in the City parks, office grounds, road right of ways, wastewater lagoons and road ditches.
- Perform plowing and snow removal for all City parking lots, alleys, and streets.
- Perform emergency snow removal at times other than normal work schedule.
- Monitor snow/ice build ups and remove as necessary.

Buildings/Equipment:

- Perform general maintenance and repairs on buildings and equipment.
- Basic working knowledge of HVAC, plumbing, and electrical.
- Basic carpentry skills.

Animal/Insect Control:

- Respond to citizen animal complaints – remove animals to County pound.
- Monitor mosquito larvae and apply larvicide.
- Operate mosquito fogger and utilize mosquito control chemicals.

Vehicles and Equipment:

- Service, maintain, repair, and operate maintenance vehicles, equipment, and tools.
- Inspect equipment and perform minor maintenance.
- Fabricate, weld or repair equipment and vehicles.
- Inventory and stock parts, fluids, filters, etc.
- Winterize summer equipment and service and prepare winter equipment.
- Perform related duties as assigned or apparent.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

Position Requirements

Knowledge, Skills and Abilities:

- Working knowledge of materials, methods and practices used in street, sewer, water systems and grounds maintenance including snow removal.
- Working knowledge of traffic laws as applied to operating trucks and heavy equipment.
- Considerable ability to operate heavy and light equipment to maintain and repair streets, remove snow, clean streets, mow grass, etc.
- Considerable ability to understand how to use safety equipment and to utilize such equipment as conditions warrant.
- Ability to read and interpret technical manuals and to analyze vehicle and equipment repair problems.
- Working ability to communicate effectively with City staff and the public.
- Ability to foster and maintain positive, professional relationships with coworkers and the general public.
- Working ability to follow verbal direction and work independently.
- Ability to multi-task and accomplish assigned duties in a timely manner.
- Ability to apply a variety of procedures, policies and/or precedents and moderate analytical ability in adapting standard methods to fit facts and conditions, using generally prescribed procedures.

Education: High School diploma or equivalent and two years of experience.

Requirements:

- Valid Minnesota Class B Driver's License.

Licenses/Certifications: This position will require the acquisition and maintenance of the following additional certificates/licenses:

- MDH Water System Operator Class C Certification within 2 years of hire.
- MDH Wastewater Operator Class D Certification within 1 year of hire.
- MDA Pesticide Applicator Certification Class A & L within 6 months of hire.

Physical and Mental Requirements: Positions in this job typically require sitting, standing, crouching, walking, feeling, manual dexterity, grasping, talking, hearing, and seeing. This position is moderate to heavy duty and may require the exertion up to 50 pounds of force on occasion and the ability to lift, carry, push, pull and move objects. Must be able to operate pick-up, mower, tractor, plow truck, Bobcat toolcat and loader.

***The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

Working Conditions: The Majority of work is performed outdoors with exposure to weather conditions and temperature extremes. This position is subject to callouts outside the normal work schedule.

Competencies Common to All City Positions:

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all-important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Glyndon in a professional manner to the public, outside contacts and constituencies.

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