



JOB DESCRIPTION CITY OF MEDFORD

JOB TITLE: Public Works Worker, Full Time

DEPARTMENT: Public Works

POSITION SUMMARY

Performs semi-skilled to skilled manual maintenance work in the Public Works Department.

POSITION AUTHORITY

Works under the general and technical direction of the Public Works Director.

RELATIONSHIPS

IMMEDIATE SUPERVISOR

Public Works Director

SUPERVISES

None

EMPLOYEE CONTACTS

Public Works Department personnel, other City employees 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, etc.
- Operate and perform light maintenance on all equipment engaged in municipal activities.
- Determine priorities, schedule the work, and ensure proper completion in the absence of the Public Works Director.
- Remove snow from City streets, City property, alleys, parking lots, and ice rink.
- Erect and maintain playground equipment and skating rink.
- Maintain equipment and grounds of ball fields.

- Maintain City buildings.
 - Assist in 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, and maintain lift stations.
 - 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 oversee the work of City contractors for large projects.
 - Performs locates for Gopher State One Calls.
 - Responsible for working overtime, emergency call outs, or to be on call as necessary or assigned.
 - Perform other work as required and as directed by the Public Works Director.
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EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

- 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 experience in maintenance, construction, or related equipment operation.

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 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.
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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.

Adopted: May 11, 2009