



CITY OF BLACKDUCK PUBLIC WORKS DEPARTMENT SUMMER MAINTENANCE WORKER JOB DESCRIPTION

Job Title: Water & Sewer Maintenance
Department: Public Works
Organizational Relationships:
Reports to: Public Works Director
Communicates with: *Internally* – Water & Sewer Maintenance –
experienced level, Public Works Director, and
City Administrator
Externally –General public
Supervises: None

Summary of Position:

Performs routine to skilled maintenance work with city parks, grounds and buildings; and performs related duties as required.

Duties and Responsibilities

This job includes, but is not limited to the following duties:

1. Perform miscellaneous maintenance, construction, and repair work as needed on city buildings and property, including construction, plumbing, electrical and concrete work, welding, painting and staining, etc.
2. Operates snow blower and sweeping brush to remove snow and/or dirt from sidewalks and steps, and other areas as needed.
3. Performs general maintenance on all water and sewer facilities and grounds.
4. May oversee and assist with the work of summer employees, including assigning work, training, etc.
5. Mows City property.
6. Read water meters.
7. Assists other City departments as needed.
8. Performs miscellaneous cleaning, maintenance, and repair work as needed.
9. Consistently behaves in a courteous and professional manner.

Work Environment:

1. Work is physical in nature including working in all weather conditions, lifting and carrying heavy objects frequently.
2. Exposures may include, but not limited to: various chemical agents, fuels, blacktop /diesel/gasoline fumes, temperature extremes, and in rare instances body fluids.
3. Work involves extended shifts during snow plowing.
4. Duties include being able to perform the following movements on a frequent to continual basis: bending, turning/twisting, kneeling, squatting, reaching out, reaching up, grasping, pinching and finger manipulation.
5. Equipment includes but is not limited to: telephone, 2-way radio, small hand and power tools and equipment, cement and blacktop tools and equipment, single axle truck with wing and plow and $\frac{3}{4}$ ton trucks, loaders, graders, mowers.



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Qualifications:

Experience:

1. Prefer one-year maintenance experience including street, water, and sewer work.
2. High School diploma or equivalent.
3. Valid Minnesota Class "D" driver's license

Knowledge, Abilities, and Skills

1. Basic ability to follow oral and written instructions.
2. Basic ability to work and communicate effectively with City staff and the general public.
3. Basic knowledge of the operation of snow removal, street sweeping, heavy machinery and other public works equipment and vehicles.
4. Working ability to perform heavy manual labor, even under adverse weather

Seasonal employment is classified as working part of the year (185 days or less). You may be assigned to work a full-time or part-time schedule, but do not earn benefits or credit for seniority.

While this job description is intended to be an accurate reflection of the job requirements, the Council reserves the rights to modify, add or remove duties from particular jobs and to assign other duties as necessary.

Employee Signature _____

Date _____