

CITY OF CARLTON

FULL-TIME MAINTENANCE

Position Title:

Full-time Maintenance

Department:

Public Works (Water, Sewer, Streets, Maintenance)

Immediate Supervisor's Title:

Public Works Superintendent

Purpose

This position performs a wide range of moderately complex repair, construction and public works maintenance activities requiring light and heavy equipment maintenance, repair, and operation. Participates in operation and maintenance of departments of water, wastewater, streets, parks, buildings maintenance and other public works projects or programs; performs related duties as required.

Organizational Relationships

Reports to: Public Works Superintendent

Communicates with: *Internally:* City Clerk and Deputy Clerk; *Externally:* State One-Call system, County Highway Department, MN Department of Transportation, other local municipalities (for mutual aid)

Supervises: None

Essential Functions

- * Participate in the proper operation of the Water Treatment Plant: Complete all testing and reports on water quality, maintain Class C license, Prepare and keep complete and accurate records.
- * Maintain water distribution system: Assists in operation and maintenance of the water treatment plant – trains to be the back-up operator in the absence of the Public Works Superintendent. Is required to be on-call and work weekends as needed.
- * Maintain hydrants and piping repair any defects such as water main breaks.
- * Perform tasks such as pothole patching, sidewalk repairs, snow plowing and removal, maintain equipment (trucks, loaders, etc.), hauling, sanding, sweeping and other duties that may arise.
- * Maintenance of city cemetery, including but not limited to mowing, weed trimming, grave preparation and repair.
- * Light service, maintenance, and repairs from light to heavy equipment. Inspects, keeps records of service, repairs, and supplies used. Maintains inventory and orders parts.
- * Assists in the operation of the water/sewer utility in the City including response to calls and repairs and maintenance of wells, pumps, lifts stations, storm sewer catch basins, treatment plants, distribution/collection lines, water tower, hydrants, and meters.
- * Observes safety procedures for the safe operation of tools, equipment, and buildings.
- * Participates in the cleaning, repair, and upkeep of the interiors, exteriors, and grounds of City buildings including Civic Center, City Shop, Library, Park Shelter, and various storage sheds and pump houses.
- * Performs City land maintenance including mowing, trimming, weed/feed, fencing, planting, pruning and tree removal in parks, right of ways and City owned lots.
- * Fills –in when the Public Work Superintendent is absent.

Other Duties and Responsibilities

- * Ability to perform lab tests (fluoride, chloride, hardness, iron, manganese) for water quality.
- * Skill to operate heavy equipment such as snow plows, trucks, loader, skid-steer and back hoe.
- * Ability to perform general maintenance (oil change, greasing and mechanical repairs).

- * Ability to delegate and organize work and work cooperatively with co-workers.
- * Ability to perform often strenuous tasks, lifting at least 50 pounds, in all weather conditions.
- * Practices expected work ethics – satisfactory attendance, performance, conduct, and safety practices.
- * Demonstrates a working knowledge of methods, tools and equipment used in public works utilities and maintenance activities.
- * Ability in building and grounds maintenance including carpentry, plumbing, basic electrical, and welding.
- * Is conscientious in the maintenance and operation of equipment by inspecting and cleaning after use. Maintain all areas in a neat and safe condition.
- * Deals courteously with the public and communicate plans and issues to council and fellow employees.
- * Responsible to respond to calls, work overtime, or on call as necessary or assigned.
- * Performs other duties and responsibilities as apparent or assigned.

Machines, tools and equipment used: Pickup truck, snow plow, loader, skid-steer, grader, pumps, saws, hand tools, weed mowing tractor, battery chargers, air compressors, SCADA system (water plant), generators, jackhammer, backhoe, drills, shovels, pick, computer, calculator and water testing equipment (fluoride, chlorine, etc.).

MINIMUM QUALIFICATIONS

High school degree or equivalent **and** three or more years public works experience. Willingness and ability to obtain a Class C water license and class SD collection license. Ability to obtain a Valid MN Class B driver’s license. Ability to read, write and follow directions.

Working Conditions

Majority of time is spent performing work out-of-doors. Frequent exposure to weather conditions and temperature extremes during certain tasks. Frequent exposure to noise, vibrations, irritants/fumes, and hazardous chemicals. Risk of serious injury due to use of equipment and heavy parts. Work requires considerable physical effort that frequently involves bending, twisting, working in confined spaces (manholes, trenches, water tank), lifting (valves, pumps) and pushing/pulling. Works at heights to change light bulbs, equipment inspections and maintenance on water treatment plant. Manual digging for items such as graves, water main repairs and sign placements. Typically utilizes all types of vision and other senses while performing the position’s essential functions.

Drug/Alcohol Policy

This position requires random drug/alcohol testing as required by Minnesota State Statute and City policy.

Pre-Employment Requirements

This position will require a pre-employment drug/alcohol screening, complete physical examination, physical agility testing, criminal history background check and Department of Motor Vehicle record.

The functions, criteria and qualifications are intended only as an illustration of various types of work performed and are not inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.