

CITY OF CARLTON

PART-TIME MAINTENANCE

Position Title:

Part-time Maintenance

Department:

Public Works (Water, Sewer, Streets, Maintenance)

Immediate Supervisor's Title:

Public Works Superintendent

Purpose

This position performs lawn mowing, snow removal and general city maintenance. 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 and Full-time Maintenance; *Externally:* City Residents and other local communities.

Supervises: None

Responsibilities

- * Performs City land maintenance including mowing, trimming, weed/feed, snow removal, fencing, planting, pruning and tree removal in parks, right of ways and City owned lots.
- * Participates in the cleaning, repair, and upkeep of all city buildings.
- * Maintenance of city cemetery, including but not limited to mowing, weed trimming, grave preparation and repair.
- * Perform tasks such as pothole patching, sidewalk repairs, snow plowing and removal, hauling, sanding, sweeping and other duties that may arise.
- * Assists in operation and maintenance of the water treatment plant and hydrants and piping
- * Light service, maintenance, and repairs from light to heavy equipment.
- * 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.
- * Performs other duties and responsibilities as apparent or assigned.

Machines, tools and equipment used: Pickup truck, snow plow, skid loader, backhoe, roller, lawn mower, weed mowing tractor, battery chargers, air compressors, generators, jackhammer, hand tools, saws, drills, shovels, pick, computer, calculator.

MINIMUM QUALIFICATIONS

High school degree or equivalent. Must have a valid Driver's License. Ability to read, write and follow directions.

Applicant must deal courteously with the public and fellow employees, be able to work overtime as needed and able to follow all safety guidelines.

Working Conditions

Majority of time is spent performing work out-of-doors. Frequent exposure to weather conditions and temperature extremes during certain tasks. Possible 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, lifting and pushing/pulling. Works at heights during equipment inspections and maintenance on water treatment plant. Manual digging for items such as graves, water/sewer main repairs and sign placements. Typically utilizes all types of vision and other senses while performing the position's essential functions. Ability to lift 50 pounds.

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.

The City of Carlton is an Equal Opportunity Employer.