

Effective Date: January 1. 2024

Description of Work

Position Summary: Performs various types of routine to skilled maintenance work with city buildings, grounds, streets, parks, cemetery, vehicles, and equipment; operates equipment involved in the repair and maintenance to the city streets, storm sewer system, and other municipal property. Assist with water and wastewater services.

Supervision Received: Works under the general and technical direction of the Superintendent of Public Works.

Supervision Exercised: None.

FLSA Status: Non-exempt

Essential Functions

1. Assists in repairs and maintenance of city streets, right of way, storm sewer system, sidewalks, and equipment, including patching potholes, surface repair, and street sweeping and traffic control. Aid in inspection and repair of storm sewer system.
2. Responsible for the maintenance of parks and beach.
3. Maintain grounds, buildings, and equipment.
4. Mowing and weed control of all assigned city owned property, excluding the cemetery.
5. Responsible for plowing, shoveling, de-icing, sanding, and blowing snow on city-owned property.
6. Assists and responds to service calls involving plugged sewers, sewer backups, water main breaks, leaks, and frozen water lines.
7. Hang seasonal decorations.
8. Maintains compost site.
9. Checks tornado sirens at the lifts station and the lake park on first Wednesday of the month at 1:00pm when the county sets them off.
10. Assist in reading water meters and recording information; checking meters and gauges, pumps, and control panels to verify correct operation of equipment.
11. Assist in installation, repairing, calibrating, and replacing water meters.
12. Assist in maintenance of fire hydrants.
13. Assist in checking and maintaining pumps and lift stations daily.
14. Assist checking water level of ponds; and makes repairs to dikes when erosion occurs.
15. Assists in checking and recording chlorine and fluoride readings daily; every Mon - Thurs.
16. Maintains maintenance records when necessary and assigned.

17. Checks and services lake Aerator; puts "Thin Ice" signs around and on lake; checks "Thin Ice" signs weekly when aerator is in use.
18. Performs miscellaneous welding, carpentry, and repair work as needed.
19. May purchase inexpensive items as needed and directed by supervisor.
20. On call every other weekend
21. All other duties as assigned.

Knowledge, Skills, and Abilities

1. Working knowledge of tools, methods, operations, and materials used in general maintenance of public works.
2. Working knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work with the street, water, and sewer systems, storm sewer repair and maintenance, equipment care and maintenance, and tree trimming and removal.
3. Ability to lift and carry heavy objects, crawl, stand, bend, reach, climb ladders, and manipulate tools and objects requiring manual dexterity.
4. Ability to maintain equipment and vehicles, record information, and to follow a preventive maintenance program.
5. Positive attitude toward job assignments and tasks to be performed
6. Conscientious in the maintenance and operation of equipment.
7. Ability to work independently and to prioritize work.
8. Ability to follow oral and written instructions and to read and follow technical manuals and guides.
9. Shows initiative in recommending methods to improve safety, efficiency and quality on the job.

Minimum Qualifications

1. Must possess or obtain a valid Minnesota Class B Driver's license or equivalent out-of-state driver's license with air brake endorsement and have a clean driving record.
2. One year of maintenance experience preferred.
3. Must have the ability to obtain a Class C Water and Class D Wastewater license within four years of hire.
4. Must comply with organizational and department policies.

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 city and requirements of the job change.

The City of Alden is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Signature: _____

Date: _____