Long Prairie

CITY OF LONG PRAIRIE
POSITION DESCRIPTION

Position Title: Public Works Employee
Department: Public Works **FLSA Status:** **Non-**Exempt
Reports To: Public Works Director

Nature and Purpose of Position

The Public Works employee performs skilled, semi-skilled and manual labor in the maintenance of City Streets, Parks, Wastewater, Storm Water Collection systems, Water and related operations.

Core Competencies

- Work effectively as an employee of the City of Long Prairie and maintain good job behavior.
- Accept responsibility for the duties of the position. Work diligently toward complete and accurate work assignments. Continually develop and recommend more efficient and effective ways of carrying out the duties and responsibilities of the position.
- Develop the necessary knowledge, skills, and abilities to perform the duties of the position.
- Accept and adapt positively to changes in your position and within the City.
- Be courteous and cooperative with Public Officials and the public.
- Promote teamwork through communication and cooperation. Treat co-workers in a respectful, considerate, and professional manner and consider the opinions and personal needs of others.
- Promote safety in every activity. Become familiar with and abide by the City's safety rules and procedures.
- Whether on or off duty, should not exhibit any conduct which discredits themselves or this office, or otherwise impairs their ability or that of other employees or this agency to provide services to the community.

Essential Functions of the Position

The essential functions of the position include, but are not limited to, the following:

- ❖ Participates in maintaining and repairing streets and right-of-ways, including patching potholes, sealing cracks, grading alleys and gravel roads, laying gravel, excavating, sweeping and cleaning debris.
- ❖ Participates in cleaning storm, water mains and sanitary sewers, unplugs sewer lines, cleans catch basins, cleans and replaces utility hole covers, and repairs and replaces water/sewer lines and basins.
- ❖ Operates grader, front-end loader, dump truck, bobcat and tractor to plow City streets, alleys, parking lots, skating rinks and airport and operates sander to apply salt to roadways and sidewalks.
- ❖ Operates jetter, rodder, sewer vacuum, and bucket machine to clean sewer lines.
- ❖ Participates in cleaning and maintaining City buildings, installs and repairs equipment, cleans and maintains grounds, mows grass and sprays for weeds as needed.
- ❖ Participates in straightening, repairing, and replacing street signs that are damaged, removes hazards in roadway and right-of-ways.
- ❖ Performs routine servicing, lubrication, greasing and general equipment maintenance prior to operation.
- ❖ Attends meetings and training as required and follows necessary safety precautions.

- Responds for on-call duty and emergency call-outs as required for snow removal, storm and/or sanitary sewer line blockages, water main breaks, equipment failures, etc.
- Inspects the water system for proper operations and maintains records of the amount of water that is pumped. Records the amount of chlorine, silicate, and floridic acid used, and takes statics.
- Installs, cleans, and repairs or replaces water meters.
- Checks meters, gauges, pumps, and control panels to verify correct operation of equipment and records information.
- Performs lab duties for water/wastewater facilities which include: BOD's, phosphates, total solids, total suspended solids, Ph's, ammonia, nitrates, chlorine residual, floride, fecal coliform, bacti's, and temperatures.
- Operates, monitors, repairs and maintains pumps, control panels, chlorinators, and chemical feed pumps, final clarifiers, etc. Inspects lift stations for proper operation of motors and pumps.
- Performs other duties as specified by the Public Works Director.

Specifications

Education and Experience

- High school diploma or general education degree (GED); and a minimum of four years related experience; or equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities

- Extensive maintenance skills.
- Knowledge of general boiler operation, plumbing and electrical, and various styles of pumps.
- Ability to work weekends and holidays, be on call and respond to calls during non-work hours.
- Considerable ability and skill in the operation of various types of heavy and light equipment.
- Considerable knowledge of traffic laws, ordinance and regulations involved in equipment operations.
- Considerable ability to perform heavy manual labor.

Certificates, Licenses, Registrations

- Valid Minnesota Commercial Drivers License (CDL) or eligibility to be licensed.

Mathematical Skills:

- Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages.

Language Skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, blue prints, City maps, and procedure manuals.
- Ability to prepare routine reports and correspondence.
- Ability to communicate with other employees and the general public.

Physical Requirements/Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms.
- Performs heavy manual labor requiring continual use of large motor skills, standing or walking for long periods, and frequent bending, stooping, shoveling, twisting, turning, crouching, stretching, and reaching.
- The employee is occasionally required to climb and maintain balance and work with vibrations.
- The employee must regularly lift and/or move up to 10 pounds, and frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.
- While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions, including inclement weather conditions.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and vibration.
- The noise level in the work environment is usually moderate to loud.

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.