



**City of Osseo**

415 Central Avenue

Osseo, MN 55369-1195

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## Public Works Maintenance

<b>Position Title:</b>	Public Works Maintenance
<b>Department:</b>	Public Works
<b>Supervisor's Title:</b>	Public Works Director
<b>Pay Grade:</b>	5
<b>FLSA Status:</b>	Non-Exempt
<b>Work Status:</b>	Full Time

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### General Definition of Work:

Performs skilled trades work on a variety of installation, maintenance, and repair projects, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Director.

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### Qualification Requirements:

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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### Essential Functions:

- Maintains City's infrastructure; operates a variety of heavy equipment such as loader, dump truck, bobcat, backhoe, sweeper, lawnmower, wood chipper, chain saw, chop saw, compressor, jack hammer, and various pumps and motors; repairs and maintains streets; repairs pot holes in street with asphalt.
- Handles sign replacement; works with Gopher State One Call in marking ground; performs general shop maintenance and equipment servicing.
- Maintains parks; mows grass, edges sidewalks and curbs, weeds, trims trees and shrubs; performs related landscaping duties in the maintenance of park grounds; cleans park facilities; sanitizes bathrooms; performs minor plumbing maintenance; mops, strips, and waxes floors; dusts furniture, doors, and windows; empties trash cans; maintains playground equipment, tennis courts, and enclosures; places mulch and pea rock around playground equipment; installs new playground equipment; constructs retaining walls; digs wells and drainage ditches; installs new fencing; replaces roofs; builds new picnic shelters.
- Maintains streets; sweeps and cleans streets; collects leaves and debris; cleans storm sewer grates and basins, etc.; removes and prunes trees for street visibility; hauls sand, rock, debris, asphalt, snow, etc.; spreads salt on icy roads; plows streets.
- Maintains and repairs City buildings including electrical, plumbing, HVAC, smoke and fire detection, fire sprinkler, back-up generator systems, etc.; performs snow and ice control; maintains grounds by mowing, edging, spraying weeds, trimming trees, plants and shrubs, and maintaining irrigation systems; orders repair, maintenance, and operating supplies; maintains material safety data sheets; inspects, repairs, and maintains

machines, tools, and equipment; monitors meeting room rentals; performs custodial duties for City Hall and other public buildings.

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**Knowledge, Skills and Abilities:**

General knowledge of streets drainage, buildings, grounds, utilities, landscape areas, and related construction, maintenance, and repair procedures; general knowledge of the safe use, operation, and preventive maintenance of the equipment to which assigned; skill in the use of equipment to which assigned; ability to understand and follow specific oral instructions; ability to perform manual labor for extended periods, often under unfavorable weather conditions; ability to read and write; ability to establish and maintain effective working relationships with associates and the public.

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**Education and Experience:**

High school diploma or GED and minimal experience in general construction, maintenance, and/or some experience in performance of heavy manual work, or equivalent combination of education and experience.

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**Special Requirements:**

Microsoft Office suite: Word, Excel, Outlook, PowerPoint; desktop publishing

Required within one to two years of hire:

Class D Water License

Class D Waste Water License

Class S-D Sewer License

Class B CDL license with air brake endorsement

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**Physical Requirements:**

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force, and occasional exertion of over 100 pounds of force; work regularly requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, lifting and repetitive motions, frequently requires walking, sitting and pushing or pulling and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts within arms' length, operating machines, operating motor vehicles or equipment, and observing general surroundings and activities.

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**Environmental Conditions:**

This work regularly requires exposure to outdoor weather conditions and occasionally requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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*Last Updated: November 2017*