

City of Dodge Center Job Description

Maintenance Worker (Revised 9/2022)

FLSA Status: Non-Exempt	Department: Public Works Department
Location: Maintenance Building	Supervisor: Public Works Director
Shift: Day with Occasional Work Required Before and After Hours	

Summary

This position works to maintain and repair public streets, roads, alleys, parking lots, buildings, parks, grounds, water infrastructure, sanitary sewer infrastructure, stormwater treatment areas, and public swimming areas so that these public facilities are safe and usable for the general public.

Essential Functions of the Position

Essential duties listed below 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 if the work is similar, related, or logical to the position.

- Perform daily, weekly, and monthly water testing/sampling;
- Performs daily checks on wells, water towers, the city's wastewater treatment plant, airport facilities, parks, and other facilities as directed;
- Assists in the documentation of all equipment maintenance records and perform routine and preventative maintenance;
- Serves in a rotation providing for the daily inspection of essential facilities and be on call 24-hours per day for duties such as snow removal, water main breaks, or other maintenance issues requiring immediate attention;
- Repairs and maintain public shelters, rest areas, and park equipment;
- Maintains all public spaces by performing tasks including mowing and landscaping;
- Removes snow from City streets and city buildings;
- Repairs city streets and sidewalks to make the streets passable and safe for the public. This includes manually laying bituminous material as needed;
- Applies preventative and corrective basic maintenance and repair to city vehicles and equipment. Complete safety inspections as needed;
- Completes maintenance and repair activities on city buildings and other facilities, including the airport;
- Performs underground locates for Gopher One using locating equipment;
- Assists in the repair of broken water mains;
- Performs routine hydrant flushing and valving exercising using hand tools;
- Conducts repairs and maintenance on the storm sewer system including cleaning, surface preparation, and investigation;
- Janitorial duties in City buildings;

- Other duties as assigned.

Required Knowledge and Abilities

- Knowledge of methods and techniques commonly used in all maintenance repair activities as related to public works functions;
- Knowledge of occupational hazards involved and the safety precautions necessary to the safe conduct of work and equipment operations;
- Knowledge of plumbing, electrical, and heating systems sufficient to repair and maintain public facilities;
- Ability to obtain a Class D water license within two years;
- Ability to obtain a Class D sanitary sewer license within two years;
- Availability to 24-hour call demand during snow removal periods or other emergency situations and ability to report to work within 20 minutes of receipt of a call;
- Ability to work in confined spaces such as manholes as well as working at high heights;
- Ability to identify problems and recommend appropriate solutions;
- Ability to operate medium to heavy road maintenance equipment by utilizing complex skills and manipulative abilities acquired from experience or training.
- Proper operation of light trucks, tractors, and heavy equipment;
- Knowledge of traffic control, sign installation and removal, and painting;
- Ability to follow oral and written communications and directives;
- Skills in physical strength and agility sufficient to perform heavy manual labor for extended periods, occasionally under unfavorable weather conditions;

Education and/or Experience

- Two (2) years of experience with equipment operation and general maintenance activities, possession of a Class B CDL with an airbrake certification.
- Possession of a Class D Water Operator's License (or the ability to obtain within two (2) years of employment).
- Possession of a Class D Sanitary Sewer Operator's License (or the ability to obtain within two (2) years of employment).

Supervision of Others

This position does not directly supervise anyone.

Work Environment/Physical Demands

- Weight of objects to be lifted, carried, pushed, or pulled will range from ten (10) to 100 pounds.
- Movements such as stooping, twisting, bending, and climbing are often required. Other movements such as kneeling, crouching, and crawling are sometimes required. Audio, visual, and verbal functions (hearing, sight, and speech) are vital aspects of this position as well as the ability to operate motor vehicles and various types of equipment.
- The majority of the workday is spent outdoors with the exposure to wet conditions, dust, noise, vibrations, fumes, and heat as well as cold.
- The position requires frequent, brief periods of very strenuous physical activity. Good physical strength is required for operation of heavy hand and power tools.

- Occasional handling of irritant and/or potentially toxic chemicals used for maintenance and operation of the water system, such as epoxies, urethanes, solvents, chlorine, acids, lubricants, fuels, cleaning compounds, disinfectants, and others is required. Such contacts are done in compliance with OSHA and other related safety handling procedures and regulations.
- The majority of work is completed during the day shift with occasional work at night or weekends for emergencies and scheduled maintenance.

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the City and requirements of the job change.

The City of Dodge Center 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.