



Posted: September 1, 2020

Full-Time Public Works Worker

The City of Eagle Lake is currently accepting applications for a Public Works Worker. The Public Works Worker performs semi-skilled manual maintenance work in the Public Works Department, including water, wastewater, infrastructure, streets and parks/recreation and other functions as may be apparent or assigned.

Minimum qualifications: High school diploma or equivalent.

Desirable qualifications: Experience in the operation and maintenance of equipment. Experience in the maintenance and/or operation of municipal infrastructure, parks, streets/road maintenance, or other related experience. Experience in carpentry, electrical and/or plumbing.

The salary for the position is \$18.02-\$21.53. For a complete job description and application, call 507-257-3218 or visit: <http://www.eaglelakemn.com/city/employment-opportunities>. Applications will be accepted until the position is filled, with the initial review of applications taking place on October 2, 2020.

The City of Eagle Lake is an Equal Opportunity/Affirmative Action employer.

**JOB DESCRIPTION
CITY OF EAGLE LAKE**

Position	Supervisor	Department
Public Works Worker	Public Works Director	Public Works
FLSA Classification	Supervises	
Non-Exempt	None	

POSITION SUMMARY

Under the direct supervision of the Public Works Director, the Public Works Worker is responsible to perform semi-skilled manual maintenance work in the Public Works Department, including water, wastewater, infrastructure, streets and parks/recreation consistent with city policy, objectives developed and/or approved by the City Council, and federal and state regulations; and other functions as may be apparent or assigned.

RELATIONSHIPS

EMPLOYEE CONTACTS

Considerable contact with most employees.

OUTSIDE CONTACTS

Contact with the public. May also be in contact with contractors and consultants.

ESSENTIAL FUNCTIONS

- Proficiently operates all vehicles, and light, heavy, and complex equipment utilized by the Public Works Department to ensure proper maintenance of streets and other municipal properties.
- Performs all assigned tasks according to established safety rules, regulations, and practices, and promptly reports work related injuries, unsafe conditions and near miss incidents to immediate supervisor.
- Provides daily maintenance as required to equipment assigned.
- Plows snow and performs other related snow removal activities with light and heavy equipment.
- Performs parks and open space maintenance, including planting, transplanting, trimming, felling, removal, design, and technical care of trees, shrubs, flowers, and turf.
- Participates in the construction and general maintenance of buildings, playground equipment, landscaping, and other related work.
- Participates in the construction and maintenance of skating rinks.
- Participates in the construction and installation of signs, benches, partitions, and shelves.
- Performs all tasks of operations, including, but not limited to: mowing, blowing, leaf and debris removal, hedging, raking, and mulch installation.

- Performs routine maintenance for athletic fields, courts, and tracks.
- Performs manual labor such as digging ditches, mixing cement and concrete.
- Performs work related to the operation of water distribution, wastewater, storm water collection facilities, and flood control systems.
- Digs and works in trenches and repairs or installs water and sewer pipes.
- Installs, maintains, and repairs manholes and related equipment.
- Paints, repairs, and services equipment and facilities.
- Cleans water mains and sewer lines.
- Perform OSHA required inspections, monthly, quarterly, and annually such as, but not limited to, exit lighting, fire extinguishers, and eye wash stations.
- Assist in utility customer meter reading.
- Must be available to work overtime or be on call at various hours beyond the regular work shift in order to facilitate meeting desired conditions of public works and respond to varied work assignments.
- Attend continuing education classes in water and wastewater to satisfy state certification requirement for required licenses.
- Performs physical and mental demands and work environment requirements for this position.
- Attendance during regularly scheduled work hours and outside regular hours as necessary.
- Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers.

ADDITIONAL FUNCTIONS

- Performs other related functions as assigned or apparent.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Minimum: High school diploma or equivalent.

Desired: Experience in the operation and maintenance of equipment. Experience in the maintenance and/or operation of municipal infrastructure, parks, streets/road maintenance, or other related experience. Experience in carpentry, electrical and/or plumbing.

CONDITIONS OF EMPLOYMENT

- Must maintain a primary residence within twenty (20) minutes' drive to the contiguous city limits of Eagle Lake driving under normal conditions and posted speed limits within one (1) year of employment.

- Must possess a valid Minnesota Class D Water Supply System Operator certification and a valid Minnesota Class S/C Wastewater Operator certification, or have the ability to acquire within three (3) years from the date of hire.
- Must possess a valid driver's license and be able to drive within the State of Minnesota. Must possess, or have the ability to acquire within ninety (90) days of employment, a valid Minnesota Class B driver's license with an airbrakes endorsement and be able to drive in the State of Minnesota.
- Ability to work evening and extended hours.
- Must satisfactorily complete a background examination physical examination and drug testing.
- Must comply with organizational and departmental policies.
- Must comply with data practices policies and standards relative to not public data. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished the not public data must be properly stored according to city policy and the Minnesota Statutes.

NECESSARY KNOWLEDGE, SKILLS, AND EXPERIENCE

- Knowledge of the principles and practices of the operation, maintenance, and management of water, storm water, wastewater utilities, and solid waste handling.
- Knowledge of occupational hazards and safety precautions of water, wastewater, streets, and parks, recreational facilities and equipment operation and maintenance.
- Knowledge in the repair and maintenance of water, wastewater and storm sewer lines, equipment and facilities.
- Knowledge of computers and computer applications.
- Knowledge of the practices of operating and servicing of heavy equipment, including the adaptations and specialized uses to which equipment can be put in meeting emergency or other unusual conditions.
- Knowledge of occupational hazards and safety precautions of water, wastewater, street, and parks and recreational facilities.
- Ability to perform a variety of assigned maintenance duties.
- Ability to safely and effectively operate light and heavy equipment, including the operation of all types of vehicles and other maintenance equipment.
- Ability to keep track of frequently changing requirements and regulations, to interpret their applicability to city operations and propose and implement changes as appropriate to ensure compliance.
- Ability to remain calm in stressful situations.
- Ability to assess situations, find core problems and find solutions to problems.

- Ability to read and interpret technical manuals and to determine solutions to a variety of operational and maintenance problems.
- Ability to perform mathematical calculations and analyze information.
- Ability to accurately compile and report data and maintain records.
- Ability to accept responsibility, take initiative, and work independently to accomplish the goals assigned and apparent.
- Ability to maintain effective working relationships with officials, direct supervisor, subordinate employees, and the general public.
- Ability to repair and maintain water, wastewater, and storm sewer lines, equipment and facilities.
- Skill in the use and care of tools, vehicles, and equipment used in work.
- Excellent customer service skills and the ability to use tact and courtesy when communicating with the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires incumbent to work inside, outside, in confined spaces, on uneven ground, on slippery surfaces, at high elevations (140 foot water tower), alone, with others, around others, and have contact with the public.
- Incumbent may be exposed to noise, high elevation, moving objects, heat, extreme heat, cold, extreme cold, wetness, humidity, fumes, and marked changes in temperature.
- Activities that occur extensively (more than 6 hours): Standing, walking, talking, hearing, using near / far vision, depth perception, visual accommodation, color vision, and peripheral vision.
- Activities that occur frequently (from 4 to 6 hours): Using both feet individually or at the same time
- Activities that occur occasionally (from 1 to 3 hours) are sitting, standing, climbing staircases, handling, smelling, pushing, pulling, twisting and turning
- Activities that occur infrequently (up to 60 minutes) are bending, stooping, crouching, kneeling, twisting, climbing heights, reaching straight, above, and below shoulder level with both shoulders individually or at the same time, fine manipulating, using sense of touch, carrying and lifting up to 50 pounds.
- Work outside in all types of weather.
- The noise level in the work environment is usually moderate.

- The employee must be able to think, reason, and analyze multiple issues for extended periods of time. The employee must be able to function in stressful situations.
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JOB LOCATION/EQUIPMENT UTILIZED

The Public Works Worker works on various job sites which include in a shop, on the roadway, in traffic, on the median, in the right of way, on trails, on the shoulder of the roadway and in work zones. Operates chainsaw, large front-end loaders, loader, skid loader, sweeper, tractors, large tow behind leaf vacs, wood chipper, lawnmower, weed whip, two-ton plow truck, all vehicles, and other equipment as may be necessary. The position works outside in all weather conditions, and will work in difficult terrain and severe/dangerous weather. This position does require the operation of an automobile.

HOURS OF WORK

General working hours are Monday-Friday, 7:30 a.m. to 4:00 p.m., and outside of regular work hours as necessary to address the needs of the 24/7 operations of various City functions. Flexibility in work hours is expected.

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.

Revised: April 2018