

The City of Eagle Lake is currently accepting applications for the position of Public Works Worker (Part-Time). This position operates all types of heavy and light equipment including trucks, tractors and mowers. Some of the job responsibilities include: maintaining playground equipment, ball fields, skating rink and snow removal.

Minimum qualifications: High School diploma or equivalent. Must possess a valid Minnesota Class D driver's license. Some experience in maintenance, construction or related equipment operation.

The salary for the position is \$12.32-\$14.72. For a complete job description and application, call 507-257-3218 or visit: <http://www.eaglelakemn.com/city/employment-opportunities>. Applications accepted until position is filled, with initial review on December 31, 2018. The City of Eagle Lake is an EO, AA Employer.

**JOB DESCRIPTION
CITY OF EAGLE LAKE**

POSITION: Public Works Worker (Part-Time)

DEPARTMENT: Public Works Department

POSITION SUMMARY

Perform semi-skilled to skilled manual maintenance work in the water, wastewater, streets and parks/recreation departments.

POSITION AUTHORITY

Work under the general and technical direction of the Public Works Director.

RELATIONSHIPS

IMMEDIATE SUPERVISOR

Public Works Director

SUPERVISES

None

EMPLOYEE CONTACTS

Public Works Department personnel and City other employees.

OUTSIDE CONTACTS

Consultants, Contractors and the general public.

RESPONSIBILITIES

- Operate all types of heavy and light equipment including tractor, mowers, trucks, etc.
- Operate and perform light maintenance on all equipment engaged in municipal activities.
- Remove snow from City streets, City property, alleys, parking lots and ice rink.
- Erect and maintain playground equipment and skating rink.
- Maintain equipment and grounds of ball fields.
- Flood and maintain ice rink.

- Assist in water, wastewater, and storm sewer line maintenance and replacement.
 - Service and maintain a variety of tools; maintain parts inventory for departmental vehicles.
 - Responsible for working overtime, emergency call outs, or to be on call as necessary or assigned.
 - Perform other work as required and as directed by the Public Works Director.
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EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School diploma or equivalent. Must possess a valid Minnesota Class D driver's license. Some experience in maintenance, construction or related equipment operation.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of traffic laws, ordinances, and regulations involved in municipal equipment.
- Working knowledge of the occupational hazards involved and the safety precautions necessary in equipment operation.
- Working ability to understand and follow written and oral instructions.
- Working knowledge of the practices of operation and servicing of heavy equipment, including the adaptations and specialized uses to which equipment can be put in meeting emergency or other unusual conditions.
- Working knowledge of traffic laws, ordinances, and regulations involved in municipal government.
- Working ability to use a telephone or radio for work calls.
- Working ability to use a computer.
- Working ability to safely and effectively operate light and heavy equipment, including the operation of all types of vehicles and other maintenance equipment.
- Working ability to use good vision including night vision and good hearing to detect problems and make repairs or maintain the systems on an ongoing basis.

- Working ability to perform a variety of assigned maintenance duties including manually excavating and digging.
 - Working ability to establish effective working relationships with supervisors, other employees, public officials, and to deal with the public in a pleasant, courteous, and tactful manner.
 - Working ability to understand and follow written and oral instructions.
 - Working ability to be on call for work on week nights, weekends and holidays.
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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.

- Stand, walk, bend, crouch, stoop, pull and push, twist and turn and work in confined spaces when installing and making repairs to water, wastewater or storm sewer distribution systems, sometimes for long periods and/or repetitively.
 - Frequently lift and carry objects of varying weight up to 50 pounds. Use both large and fine motor skills and a keen sense of touch and smell daily to perform work.
 - Work at heights up to 12 feet with some regularity and to maintain balance.
 - Perform manual excavation to locate and repair or place underground mains when necessary.
 - Work with and around hazardous chemicals irritants, and strong fumes, and to work with potential exposure to infectious disease.
 - Use good vision including night vision and good hearing to detect problems and make repairs or maintain the systems on an ongoing basis.
 - Use both large and fine motor skills and a keen sense of touch and smell daily to perform work.
 - Work outside in all types of weather.
 - The noise level in the work environment is usually moderate.
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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.

Adopted: January 2, 2017