

**City of Le Center
Position Description**

PUBLIC WORKS GENERAL MAINTENANCE WORKER

DEPARTMENT Public Works	SUPERVISOR Public Works Superintendent	SUPERVISES	CLASSIFICATION Full-Time, Non-Union, Non-Exempt
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POSITION OVERVIEW

Performs skilled trades and technical work maintaining the City’s streets and storm sewers, water and sanitary sewer systems, parks, refuse, buildings, and other City properties, operating and maintaining a variety of heavy, medium, and light equipment, participating in snow plowing/sanding, and performing grounds keeping tasks, responding to urgent and emergency situations and other callouts and related work as apparent or assigned.

ESSENTIAL FUNCTIONS

Streets & Right of Ways:

- Performs maintenance and repairs on city streets and alley right of ways through the operation of maintenance equipment or manual labor.
- Operates heavy and light equipment in the removal of snow and the control of ice on city streets.
- Performs maintenance on public sidewalks as assigned, by manual labor or machine.
- Performs various maintenance associated with street cleaning, including but not limited to sweeping city streets and gutters, cleaning catch basins, sweeping city parking lots, servicing, and maintaining street sweeper.
- Performs various duties in connection with traffic signs and markings, including but not limited to repair, replace, and install signs, paint crosswalks, paint curbs, handicap parking, etc.

Parks and Recreation:

- Performs various maintenance associated with parks, including but not limited to mow all city owned property, maintain, and clean all park buildings, maintain, and repair picnic tables, maintain and repair playground equipment, maintain and repair ball diamonds, maintain and repair all park related equipment and facilities.
- Performs various duties associated with maintenance of shade trees, including but not limited to trimming and cutting trees, planting trees, watering trees as needed, maintaining chain saws and related equipment.
- Performs duties associated with the application of chemicals.

- Performs duties associated with the startup and maintenance of skating rinks, including but not limited to flooding rinks, removing snow, etc.
- Performs duties associated with the startup and maintenance of the municipal pool.

Water:

- Performs maintenance associated with the operation of the city's water system, including but not limited to exercising water gate valves, flushing hydrants, cleaning, and installing water meters, handling of fluoride and other required chemicals for water treatment, in field record keeping, etc.
- Performs repairs associated with the operation of the city's water system, including but not limited to replacement of hydrants, replacement of valves, repair to water mains, installation of mains and appurtenances as directed.

Sewer:

- Performs maintenance and cleaning of sanitary and storm sewer lines and facilities, including but not limited to operate and maintain sewer maintenance equipment, clean and maintain lift stations, clean catch basins, enter manholes for maintenance and inspection, in field record keeping, etc.
- Performs repair and replacement of sanitary and storm sewer lines and facilities, including but not limited to lift station repair, sewer line repair as directed, washout repair, manhole repair and adjustments as directed, catch basin repair, etc.
- Be on call 24 hours a day to respond to emergencies; sewer blocks etc.

Wastewater Treatment Plant:

- Performs routine maintenance at wastewater treatment facility, including but not limited to operation and upkeep of pumps and equipment, cleaning bar screens, sampling, handling chemicals, handling, and hauling of sludge as directed, etc.
- Performs repair at wastewater treatment facility, including but not limited to general repair of process equipment, repair of piping and facilities as directed.

Refuse and Recycling:

- Makes a conscientious effort to keep Le Center free of litter and debris which has been discarded.
- Performs the routine weekly curbside household garbage pickup.
- Picks up debris and empties waste containers in all parks as needed.
- Maintains the City of Le Center refuses collection truck and packer.
- Handles materials collected at the recycling center; loads and transports materials on a regular basis as directed.
- Collects, transports, and processes yard waste for composting, in accordance with

department policy and procedure.

- Collects, transports, and processes trees and brush for chipping, in accordance with department policy and procedure.

Other Projects/Duties:

- May perform other duties involving operation of city equipment and or manual labor to accomplish projects outside of the normal public works departments.
- May be called upon in times of emergency situations, to perform other duties and responsibilities as assigned.
- Responds to service requests from citizens in a tactful pleasant manner.
- Assumes other duties as apparent or as delegated.
- Reports all accidents involving employees and or city equipment to immediate department head.
- Responds willingly to emergency duty and varied work assignments.

EQUIPMENT USED

- Performs various preventative and corrective, minor and major maintenance services on city equipment and vehicles to insure safe and proper operation as well as longevity.
- Operates various mechanic shop power equipment and hand tools, such as grinders, drills, saws, mechanics tools, torch, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

The individual must possess the following skills:

- Considerable ability to communicate effectively and tactfully, with other City staff, elected officials, regulatory agencies, contractors, and the general public.
- Demonstrated ability to operate and maintain vehicles and various equipment which will be used routinely in city public works departments.
- Considerable knowledge of city layout; streets, buildings, etc.
- Ability to understand assignments and carry through to completion.
- Ability to analyze situations and respond quickly and appropriately.
- Ability to communicate effectively with department head.
- Considerable mechanical abilities.

MINIMUM QUALIFICATIONS

- Experience in vehicle and equipment, maintenance, and mechanical repair.
- Class B driver's license, or willing to obtain within four months after hire.
- Willingness to respond to educational opportunities offered through employer.

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.

- Considerable ability to 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.
- Considerable ability to frequently lift and carry objects of varying weight up to 100 pounds. Use both large and fine motor skills and a keen sense of touch and smell daily to perform work.
- Considerable ability to work at heights up to 100 feet (water tower) with some regularity and to maintain balance.
- Considerable ability to perform manual excavation to locate and repair or place underground mains when necessary.
- Considerable ability to work with and around hazardous chemicals irritants, and strong fumes, and to work with potential exposure to infectious disease.
- Considerable 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.
- Considerable ability to use both large and fine motor skills and a keen sense of touch and smell daily to perform work.
- Considerable ability to work outside in all types of weather.
- The noise level in the work environment is usually moderate.

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.

Revised: January 10, 2023