CITY OF WABASHA

Eagle Capital of America

Pay Grade 5

POSITION TITLE: PUBLIC WORKS TECHNICIAN

DEPARTMENT: PUBLIC WORKS

SUPERVISOR: PUBLIC WORKS DIRECTOR

POSITION TYPE: PERMANENT FULL-TIME, NON-EXEMPT

OVERVIEW OF POSITION:

The Public Works Technician (PWT) serves as the main laborer carrying out the specific plans and work as directed by the Director and Assistant Director. Performs skilled maintenance work with City streets, storm sewers, equipment, grounds, buildings, city parks, swimming pool, skating rink, campgrounds, and warming house; and performs related duties as required. Will have monthly on-call requirements one week per month, and on call for snow removal. Current hours are Monday-Thursday 6AM-4:30PM, four-day work weeks. [1]

ESSENTIAL JOB FUNCTIONS:

The PWT is responsible for carrying out the work plan and strategies as directed by the Public Works Director. The PWT should possess the ability to work independently and with little direction to complete the above-listed tasks.

- Perform routine and as-needed maintenance to equipment.
- Recommend short and long-term project plans and/or budget needs to the Director and Assistant Director.
- Vast knowledge of functions related to Public Works Division including, but not limited to, street and utility infrastructure, parks management, campgrounds, boat launches, pool operation and management.
- Operate a variety of highly complex equipment in repairing, installing, removing and maintaining infrastructure, easements and parks.
- Display good customer service through courteous and prompt attention to public complaints and concerns.

[1] Hours are subject to change based on supervisor's discretion.

- Analyze and solve operational problems and/or public concerns through use of acquired knowledge and experience.
- Perform other duties as assigned or necessary.
- Maintains and repairs City streets including surfacing with asphalt; grading; patching; street cleaning; pouring and finishing concrete; applying chloride for dust coating streets; and blacktopping City parking lots.
- Operate trucks and payloaders to plow City streets, parking lots, during the winter; operates a sander and applies salt to roadways; shovels and uses snowblower as needed. Able to be on call prior to incoming storms/snowfalls.
- Cleans storm sewers; cleans catch basins and grates; and operates jackhammer as needed.
- Maintains street department buildings; Library and City Hall; performs some welding, cement work, carpentry, painting, and plumbing on City buildings, fixtures, and/or equipment as needed.
- Performs preventive maintenance on City vehicles and equipment.
- Straightens, repairs, and replaces traffic control devices and street signs that are damaged; removes hazards in roadways.
- Places cones and directs traffic, using flags as needed.
- Uses striper and roller to mark lines on streets, in parking areas, and to indicate handicapped parking areas, paints curbs.
- Cuts, trims, removes, and hauls trees.
- Cut grass; trim and spray weeds; plant and water trees and flowers; trim trees; pick up brush and branches; mulch leaves; and may lay sod.
- Inspects playground areas for hazards; maintains and repairs playground equipment; paints and repairs picnic tables and benches; and drags ball fields.
- Maintains Park shelters and bathrooms including cleaning, painting, plumbing, repairing, emptying trash cans, and replenishing bathroom supplies.
- Assists with operating the ice-skating rink during the winter including flooding the rink, maintaining the ice and cleaning and maintaining the warming house; and installing snow fences.
- Assists with the operation and maintenance of the municipal boat launch and campgrounds.
- Assists in performing miscellaneous plumbing, carpentry, and electrical repairs as needed.
- Assists in winterizing parks, swimming pool, and baseball park water systems including blowing out water lines, draining water, and putting anti-freeze into toilet systems.
- Assists the water/sewer department as needed with additional manpower performing all tasks, being on call on a one week per month rotation and performing rounds during their on-call weekends.
- Assists other departments as needed.

ESSENTIAL PHYSICAL REQUIREMENTS:

Weight of objects to be lifted, carried, pushed, or pulled will range from ten (10) to fifty (50) pounds.

Movements such as stooping, twisting, bending, climbing are often required. Other movements such as kneeling, crouching and crawling are sometimes required. Audio, visual, and verbal functions (hearing, seeing, speaking) are vital aspects of this position as well as the ability to operate motor vehicles and various types of equipment.

Most of the workday is spent outdoors exposed to wet conditions, dust, noise, vibrations, fumes and heat as well as cold. The position requires standing, walking and sitting.

The drug and alcohol testing policies and procedures will conform to all State and Federal requirements, including Minnesota Statute 181.95 through 181.957; the Drug Free workplace Act of 1988; and/or the US Department of Transportation (DOT).

ADDITIONAL REQUIREMENTS:

Public Works employees currently hired for this position must reside within an area which will allow them to report for work within thirty (30) minutes from the time notified. Those who do not currently meet this requirement shall be allowed no more than twelve (12) months after the date that they were hired to fill the position to meet this requirement. Promotions to positions may be withheld by employees whose residence would prevent them from meeting the thirty (30) minutes response time.

MINIMUM QUALIFICATIONS:

- Valid Minnesota Class B Driver's license with airbrakes endorsement.
- 1 year of maintenance or construction experience.
- Must possess a high school degree or equivalent.