

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Public Works Streets Maintenance Worker

DEPARTMENT: Public Works

POSITION TITLE OF IMMEDIATE SUPERVISOR: Public Works Superintendent

SUBJECT TO RANDOM D.O.T DRUG AND ALCOHOL TESTING Yes

FLSA STATUS: Non-Exempt

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to provide general maintenance of public streets, right-of-ways, storm sewer systems, parking lots and any other municipal facilities or equipment; as well as snow plowing of public streets, trails and walks.

The Streets Maintenance Worker is required be a member of the on-call team and work a rotating on-call schedule 8 weeks per year. This requires that you reside within approximately 30 minutes (the allowed response time for responding to on-call situations) and to be available to respond during evenings, weekends and holidays.

RESPONSIBILITIES:

- A. Construct/maintain streets, parking lots and related property
- B. Perform snow related activities
- C. Perform general maintenance and general activities
- D. Perform general labor
- E. Perform vehicle motorized equipment maintenance
- F. Perform/assist with landscape/grounds care/forestry/naturalist activities
- G. Provide assistance with preparation of community events
- H. Perform mechanical building maintenance and repair
- I. Perform a wide range of tasks at the verbal or written direction (within the ability and resources of the Public Works Streets Maintenance Worker) from the Public Works Superintendent, Public Works Streets Lead Worker, Parks Supervisor, Utility Supervisor or City Administrator

TASKS RELATED TO RESPONSIBILITIES:

- A. Construct/maintain streets, parking lots and related property
 - 1. Construct gravel or paved surfaces
 - 2. Maintain streets, parking lots and related property
 - 3. Install and maintain signs

Public Works Streets Maintenance Worker

4. Install, monitor and maintain traffic counters
- B. Perform snow related activities
 - C. Perform general maintenance and general activities
 1. Perform interior and exterior maintenance
 2. Perform general maintenance
 3. Perform carpentry and painting activities
 4. Collect garbage/trash/litter using a collection vehicle
 - D. Perform general labor
 1. Material Handling/Inventory Control
 2. Perform material handling activities
 3. Conduct inventories
 - E. Perform vehicle motorized equipment maintenance
 1. Maintain/repair small engines and engine components
 2. Maintain/repair automotive equipment
 3. Maintain/repair heavy equipment
 4. Perform related repair/servicing
 - F. Perform/assist with landscape/grounds care/forestry/naturalist activities
 1. Perform lawn, tree, shrub, plant care activities
 2. Mix and apply chemical agents to vegetation
 3. Perform vegetation control as directed
 - G. Provide assistance with preparation of community events
 1. Prepare grounds and equipment for events such as community picnics, safety camps, parades, recycling days and celebrations
 - H. Perform mechanical building maintenance and repair
 1. Monitor heating/cooling equipment
 2. Maintain/repair hydraulic equipment
 3. Install/maintain/repair plumbing and sprinkler systems
 - I. Perform a wide range of tasks at the verbal or written direction (within the ability and resources of the Public Works Streets Maintenance Worker) from the Public Works Superintendent, Public Works Streets Lead Worker, Parks Supervisor, Utility Supervisor or City Administrator.
 1. This position will perform duties in other Public Works divisions when directed or as needs arise

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand and follow verbal instructions and communicate (in English)
- Ability to work independently with limited supervision
- Ability to work in a variety of weather conditions including cold or hot temperatures, high humidity, windy, or rainy

- Ability to maintain effective working relationships with supervisors and co-workers
- Ability to transport oneself to and around the work site
- General knowledge of general maintenance and landscape principles (streets, parks, facilities)

MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age
- Must possess a high school diploma or equivalent
- Must possess a valid Minnesota commercial driver's license (Class A or B) with air brake and tanker endorsements and have a good driving record
- Must reside within the allowed distance for responding to on-call situations
- Must be a member of the on-call team in good standing
- Must pass a criminal history check
- Must pass a pre-employment physical exam and drug screen
- Experience in the operation and maintenance of related equipment required

Updated January 2014

Updated January 2016

JOB ACTIVITY REQUIREMENTS
Public Works Streets Maintenance Worker

Job activity requirements					
	Physical Activities	Very Important	Important	Slightly Important	Not Important
1	Standing	x			
2	Sitting			x	
3	Walking	x			
4	Lifting	x			
5	Pushing / Pulling	x			
6	Carrying	x			
7	Climbing		x		
8	Kneeling	x			
9	Crawling		x		
10	Crouching	x			
11	Bending at waist	x			
12	Reaching	x			
13	Handling Objects	x			
14	Repetitive Hand Motion		x		
15	Use of Arm Muscles over Extended Periods	x			
16	Use of Leg Muscles over Extended Periods	x			
17	Overhead Work		x		
18	Stationary desk or bench work			x	

This job requires employees to be able to lift and carry up to 74 pounds without assistance.

Job working conditions		
		Yes
		No
1	Working Outdoors	x
2	Working Indoors	x
3	Operating forklifts or dangerous equipment	x
4	Operating motor vehicles	x
5	Providing work direction to other employees	x
6	Working with chemicals	x
7	Working near fumes and vapors	x
8	Driving a City vehicle or personal vehicle	x
9	Driving is an essential function of this job	x
10	Subject to random DOT drug and alcohol testing	x