

**CITY OF RAMSEY POSITION ANALYSIS**

**POSITION TITLE:** Street Department Lead 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

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**PRIMARY OBJECTIVE OF POSITION:**

The primary objectives of this position are to assist in providing work direction to streets maintenance and seasonal workers and to perform the duties of a streets maintenance worker.

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**RESPONSIBILITIES:**

- A. Work with Human Resources staff to recruit and hire seasonal workers
- B. Train seasonal workers and serve as a resource person to answer questions and provide assistance
- C. Perform administrative and supervisory activities related to seasonal help
- D. Provide work direction for maintenance workers and make field decisions related to city streets/traffic signs/storm water infrastructure in the absence of the Public Works Superintendent
- E. Track on-going public works projects and annual maintenance activities
- F. Install/construct/maintain streets, grounds, and related facilities or equipment
- G. Perform or assign general maintenance activities
- H. Supervise snow removal-related activities
- I. Construct/maintain streets, parking lots and related property
- J. Perform a wide range of tasks at the verbal or written direction of the Public Works Superintendent or the City Administrator

**TASKS RELATED TO RESPONSIBILITIES:**

- A. Work with Human Resources staff to recruit and hire seasonal workers

1. Assist in determining the level of need and timeline to bring in the seasonal work force throughout the year
  2. Assist in reviewing applications and conducting interviews
- B. Train seasonal workers and serve as a resource person to answer questions and provide assistance
1. Train seasonal workers in effective work techniques and safe equipment operation
  2. Supervise daily work activities and answer questions or give direction as needed
- C. Perform administrative and supervisory activities related to seasonal help
1. Review timesheets and attendance records for seasonal employees and notify Supervisor and/or Human Resources of changes as they occur
  2. Document performance as needed and deliver information to Supervisor and/or Human Resources in a timely manner (incident reports, performance appraisals, disciplinary actions)
- D. Provide work direction to maintenance workers and make field decisions related to streets in the absence of the Public Works Superintendent
- E. Track on-going street projects and annual maintenance activities
- F. Install/construct/maintain streets, grounds and related facilities or equipment
1. Assist Public Works Superintendent in weekly maintenance planning
  2. Remain familiar with development plans to effectively coordinate maintenance operations with development initiatives
  3. Propose and track a seasonal work plan to accommodate requests for maintenance
- G. Perform or assign general maintenance activities
1. Perform material handling/inventory control activities
  2. Conduct and maintain inventories
  3. Perform interior and exterior maintenance
  4. Perform general maintenance
  5. Perform carpentry and painting activities
- I. Perform and Coordinate Snow Related Activities
1. Monitor weather forecasts
  2. Initiate call back of employees for snow removal activities
  3. Coordinate snow removal activities
  4. Respond to resident requests/complaints as needed
- J. Perform Mechanical Building Maintenance and Repair
1. Monitor heating/cooling equipment
  2. Maintain/repair hydraulic equipment
  3. Install/maintain/repair plumbing and other systems

- K. Construct/Maintain Streets, Parking Lots and Related Property
1. Maintain streets, parking lots and related property
  2. Install and maintain signs
  3. Install, monitor and maintain traffic counters
  4. Construct gravel or paved surfaces
- L. Perform a wide range of tasks at the verbal or written direction of the Public Works Superintendent or the City Administrator

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of effective maintenance practices & safe equipment operation in Public Works
- Ability to organize work of oneself and others; prioritize work activities and exercise reasonable, independent decision making
- Ability to work with residents, supervisors, and other staff in a courteous, tactful, and professional manner thereby projecting a favorable image of the City
- Ability to demonstrate effective communication skills (in English) both orally and in written form
- Ability to transport oneself to, from, and around work environment including outdoors

#### **TRAINING AND EXPERIENCE:**

##### Minimum:

- Must be at least 18 years old and have a high school diploma or equivalent
- Must have a valid Minnesota Class B Commercial Driver's License with tanker and air brake endorsements
- Must be a current full-time City of Ramsey Public Works Maintenance Worker in good standing for at least one year
- Previous experience/informal training in the supervision of maintenance workers.
- Proficiency in equipment operation

##### Desired:

- Experience preparing written reports, memorandums or other internal/external correspondence
- Previous supervisory experience
- Formal training in supervisory techniques
- Basic understanding of employment laws such as FLSA, FMLA, and union contracts

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**JOB ACTIVITY REQUIREMENTS**  
**Street Department Lead Worker**

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

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

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