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## **CITY OF FOREST LAKE JOB DESCRIPTION**

<b>POSITION:</b>	<b>MAINTENANCE/EQUIPMENT OPERATOR I</b>
<b>DEPARTMENT:</b>	<b>PUBLIC WORKS</b>
<b>LOCATION:</b>	<b>PUBLIC WORKS BUILDING</b>
<b>IMMEDIATE SUPERVISOR:</b>	<b>STREETS/PARKS WORKING FOREMAN</b>
<b>HOURS WORKED:</b>	<b>40+ HOURS PER WEEK</b>
<b>UNION STATUS</b>	<b>LOCAL 49</b>

### **SUMMARY**

This position is responsible for the operation and maintenance of the City's streets, parks and open space, public facilities, equipment, and other related work as apparent or assigned to ensure safe and efficient operation. Employees will be cross-trained in a variety of different tasks.

### **ESSENTIAL FUNCTIONS**

- Performs required labor involved in the maintenance and repair of streets, parks, buildings, and equipment.
- Operates light/medium/heavy equipment, and hand/mechanical tools involved in the maintenance and repair of streets, parks, buildings, and equipment.
- Performs snow plowing operations as assigned.
- Participates in activities such as cleaning, installing, building, replacing and/or demolition.
- Performs routine inspection and preventive maintenance on assigned equipment.
- Cross trains and assists all Public Works activities.
- Follows all safety rules and procedures as outlined in the employee safety manual, OSHA laws and other applicable rules and regulations.
- Prepares and maintains all necessary reports and records.
- Responsible for working overtime, shift changes, emergency call-outs or to be on call as necessary or assigned.
- May provide limited supervision for seasonal part-time employees.
- Performs other duties as assigned.

### **MINIMUM EDUCATION AND/OR EXPERIENCE REQUIRED**

- High school degree or equivalent required.
- Possession of a valid Minnesota Driver's License and ability to maintain a Minnesota Class B Commercial Driver's License and required tanker, air brakes and endorsements within thirty (30) days of beginning employment.
- Successful completion of the City's physical examination including drug testing, if required.

### **PREFERRED EDUCATION AND/OR EXPERIENCE**

Preference given to applicants with one to two years of post-secondary education in a related field or equivalent experience in a similar position. Two years experience in equipment operations and general maintenance or equivalent. Two years of experience in operation of truck and light equipment.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of street construction and maintenance practices
- Knowledge of general building and grounds construction and maintenance
- Knowledge of the methods and materials used in the maintenance and of parks

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- Skill in the care and use of hand and power tools
- Skill in providing basic preventative maintenance and making repairs on equipment used in this position.
- Ability to operate in an efficient and safe manner all equipment and vehicles required for this position.
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly and concisely in English, both orally and in writing.
- Ability to establish and maintain effective working relationships with supervisors, co-workers and members of the public.
- Ability to be on 24-hour emergency call-out with a response time of 45 minutes or less from place of residence.
- Ability to periodically be on call.
- Utilizes assigned equipment to effectively and efficiently complete assigned tasks and preserves equipment through proper use.
- Takes self-initiated action when need is apparent to ensure high quality maintenance of public improvements and avoidance of safety risks.
- Demonstrates ability to perform strenuous duties when required and uses sound judgment in emergency situations.

#### **PHYSICAL REQUIREMENTS**

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40. May entail distance vision, color vision, peripheral vision, and depth perception.
- Stand, walk, bend, stoop, squat, crouch, kneel, balance or reach as required.
- Ability to stoop, kneel, crouch, sit, stand, push, twist, turn, and to perform movements requiring eye-hand coordination and manual dexterity for extended periods of time.
- Ability to climb and descend ladders.
- Ability to frequently carry to 50 pounds, occasionally lifting 75-100 pounds.
- Working ability to communicate effectively, both orally and in writing, and to read and comprehend all operating instructions, safety directions and work orders relating to assigned equipment tasks.

#### **ENVIRONMENTAL ADAPTABILITY:**

Work will be indoors and outdoors, around heavy equipment, exposure to dust, noise, fumes and engine exhaust, exposure to temperature extremes, expected to enter trenches, confined spaces and negotiate uneven, muddy and snow/ice packed terrain when necessary. On call for emergencies with hazards present during these situations.

#### **JUDGMENT AND SITUATIONAL REASONING ABILITY:**

Requires the ability to use logical thinking and/or industry or trade principles/standards to accomplish tasks, identify problems and determine when supervisor intervention is required. Coordinate data when requested by determining time, place, sequence of operations or activities based on available data and record final outcome. Ability to manage and make necessary judgments to accomplish assigned tasks.

#### **Mathematical Ability:**

Requires the ability to apply practical applications of fractions for reading tape measure, arithmetic for projects, figuring square feet, square yards, tons of material and other related calculations.

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**LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION:**

Requires the ability to communicate diplomatically with the public, especially when public disagrees with City positions, policies or standard requirements. Requires the ability to facilitate cooperation between department co-workers, the public and other departments.

*The City of Forest Lake will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, sex, national origin, familial or marital status, status with regard to public assistance, disability, age, membership on a local human rights commission, or sexual orientation.*