

**CITY OF ARLINGTON
JOB DESCRIPTION**

Job Title	Department	Supervisor
Maintenance Worker	Public Works	Maintenance Supervisor
FLSA Status	Supervises	
Non-Exempt	Limited, Part-Time and Seasonal	

DESCRIPTION OF WORK

Under the direction of the Maintenance Supervisor, the Maintenance Worker is responsible for unskilled and semi-skilled work in the maintenance of buildings and grounds, streets and basic custodial work. Responsibilities include parks, lawns, grounds, recreation areas, facilities, landscaping, trees, shrubs, flowers, turf installation, and maintain in a clean, safe and orderly condition in assigned buildings and facilities. In addition, the position is responsible for the operation of equipment and vehicles in the performance of job activities required to maintain the city streets and other municipal properties, including plowing snow. This position is also performs related duties as required.

ESSENTIAL FUNCTIONS

- Performs building and facilities maintenance and repairs including cleaning, sanitizing and repairing restrooms and other facilities; empty and clean trash receptacles; floor maintenance, painting, and other building and facility repair and maintenance.
- Participates in the construction of buildings, playground equipment, landscaping and other related work.
- Assist with maintaining the grounds of the city parks and all other city owned property including mowing, applying fertilizer and weed killer as needed and picking up garbage, branches, bushes, etc.
- Perform shade tree maintenance in the city including removing trees, trimming and planting of new trees and technical care of trees, shrubs, flowers and turf. Sprays for diseases and fertilizes trees, shrubs, and flowers.
- Performs assigned tasks according to established safety rules, regulations, and practices, and promptly reports work related injuries, unsafe conditions and near miss incidents.
- Provides daily maintenance as required to equipment assigned.
- Proficiently operates all vehicles and light, heavy and complex equipment utilized by the Public Works Department to ensure the proper maintenance of city owned facilities, streets and grounds.
- Maintain and repair streets including patching potholes, sweeping streets, removing debris, placing cones or barricades around hazards, etc.
- Operate trucks, snow blowers, tractors and pay loader to remove snow from city streets, alleys, and city owned property, along with operating sander and applying salt to roadways and sidewalks.
- Operate trucks and pay loader to haul dirt, gravel, hot mix, etc.
- Straighten and replace street signs that are damaged and use a chain saw to trim branches and shrubs that are blocking signs.
- Assist with the installation and removal of Christmas decorations; installs and removes snow fences.
- Moves tables and chairs as needed and sets up for meetings and events as required.
- Provide limited work direction to seasonal and part-time employees.
- Clean catch basins as needed.
- Assist with the hauling of debris during city clean-up.
- Assist other departments as needed.

- Must be available to work overtime, evening, weekend and holidays and be on call beyond regular work hours.
- Performs physical/mental demands of the work environment requirements for the position.
- Attendance during regularly scheduled work hours and outside regular hours as necessary.
- Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations and citizen customers.

ADDITIONAL FUNCTIONS OF THE JOB

- May perform tree inspections.
- Perform related work as apparent or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively with other city employees and the general public.
- Ability to follow oral and written instructions and to work independently with minimal direction.
- General knowledge of heavy machinery, street sweeping equipment and other public works equipment and vehicles.
- Working skill in building and grounds maintenance including carpentry, basic plumbing, electrical, painting and staining.
- Working knowledge of commercial cleaning equipment
- Ability to operate a bucket truck without a fear of heights.
- Knowledge of laws, ordinances, and regulations pertaining to vehicle travel and operation of equipment.

MINIMUM QUALIFICATIONS

- Must possess a high school diploma or GED
- One or more years of experience working in general maintenance and repair work, truck driving, and operation of various types of light and heavy equipment

PREFERRED QUALIFICATIONS

- Experience working for a city or county public works department.
- Experience in general maintenance/janitorial work, tree trimming and removal or construction.

CONDITIONS OF EMPLOYMENT

- Must maintain a primary residence within thirty (30) minutes drive to the contiguous city limits of Arlington driving under normal conditions and posted speed limits within six (6) months of employment.
- Must possess and maintain a valid Minnesota Class “B” or higher Commercial Driver’s License (or the ability to obtain in one month of employment) and be able to drive
- Must possess and maintain a valid Special Engineer’s Boiler’s License (or the ability to obtain in one year of employment)
- Satisfactory completion of background investigation, physical examination and drug testing.
- Must comply with organizational and departmental policies.
- Must comply with data practices policies and standards relative to not public data. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measure to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, the not public data must be properly

stored according to city policy and Minnesota Statutes.

HOURS OF WORK

General working hours will be Monday-Friday 8:00 a.m. to 4:30 p.m., (hours may be adjusted upon completion of training period and upon agreement between incumbent and department head). Outside regular hours may be necessary, including evening, weekend, holiday, overtime and on call. Work schedule may be adjusted based on the operational requirements of the department.

PHYSICAL REQUIREMENTS

- Requires incumbent to work inside, outside, in the dark, daytime, nighttime, in confined spaces, on uneven ground, underground, on slippery surfaces, alone, with others, around others and have contact with the public.
- Incumbent may be exposed to toxic conditions, noise, excessive noise, vibration, high elevation, bodily injury, infectious diseases, pressurized equipment, burning material, moving objects, heat, extreme heat, cold, extreme cold, wetness, and marked changes in temperature.
- Activities that occur extensively (more than 6 hours) are: using far vision, depth perception, visual accommodation, color vision, peripheral vision, concentrating and carrying and lifting up to 25 pounds.
- Activities that occur frequently (from 4 to 6 hours) are: sitting, communicating verbally, and using fingers, wrists and hands for handling and fine manipulation.
- Activities that occur occasionally (from 1 to 3 hours) are: standing, walking, bending, stooping, squatting, crouching, kneeling, pulling, twisting, climbing heights, using both feet individually and at the same time, talking, hearing, using near vision, problem solving, working with interruptions, and carrying and lifting up to 50 pounds.
- Activities that occur infrequently (up to 60 minutes) are: reaching above and below shoulder level with both shoulders individually or at the same time, communicating in writing, using organizational skills, using interpersonal skills, , time management, and carrying and lifting up to 75 pounds.

JOB LOCATION

The Maintenance Worker works on various job sites which will include in a shop, on the roadway, in traffic, in the right of way, on trails, in parks, and in work zones. Operates , chainsaw, front-end loaders, loaders, skid loaders, sweeper, tractors, wood chipper, lawnmower, weed whip, all vehicles, vacuum cleaner, floor scrubber, floor sweeper, wet mop, dust mop, broom, cell phone, and other equipment as may be necessary. This position works outside in all weather conditions, and will work in difficult terrain and severe/dangerous weather. This position does require the operation of an automobile.

Revised: September 2017