



Department:	Public Works
Reports To:	Public Works Foreman
Supervisory Duties:	No supervisory duties
Last Updated:	December 7, 2019

Position Details

The PW Laborer is responsible for various types of manual labor or semi-skilled work in the maintenance of the City's parks, municipal buildings, cemetery, streets and storm water. General duties include mowing, weed whipping and plowing. This position is responsible for maintaining the City Park and Cemetery and roads, crosswalks and curbs.

Street Operations

- Perform activities related to street and facility maintenance.
- Carry out the general operations of the City streets, and public right-of-ways.
- Perform manual tasks related to repair and maintenance of City streets such as blacktop patching, concrete patching and repair, repairing and replacing traffic signs, culvert repair and painting pavement markings.
- Prepare trucks, equipment and materials needed for snow/ice removal and calculate the correct amount of material needed.
- Maintain signs.
- Operate plow trucks and performs snow/ice removal activities.
- Hauls snow, gravel, salt, and sand.
- Shovels snow, as needed.

Utility Operations

- Jet sewers.

City Hall Maintenance

- Move boxes as needed.
- Performs maintenance of the building, which includes changing light bulbs.

Parks and Cemetery Maintenance

- Carry out the general operations of the cemetery and parks, which includes digging graves.
- Conduct inspections and perform maintenance and improvements to assure facilities are safe, operational and have a neat appearance.
- Perform tree trimming duties.
- Perform assorted manual tasks as part of parks/grounds maintenance including mowing, weed whipping, beach maintenance, painting and equipment repair.

Maintenance and Operation of Vehicle Equipment

- Operate various trucks, light and heavy equipment, jetter, crack sealing machine, painter, pole saw, lawn mower, wood chipper, and weed whip.

Customer Service

- Follow up on complaints and other matters of public interest related to the City infrastructure, services and maintenance.
- Deals courteously, effectively and tactfully with the public.

While these duties are the primary focus of the position, we believe strongly in teamwork, and employees will be called upon to perform a variety of duties as part of their role with the City.

Position Requirements

Knowledge, Skills and Abilities

- Handle reoccurring assignments or routine tasks and problems under close supervision.
- Decisions have positive and negative impact that affects direct work.
- Work complexity includes fairly standard procedures and tasks where basic analytical ability is required.
- Ability to use detailed guidelines and procedures to make decisions or determine actions.
- Regular contact with department and period contacts with public and outside agencies to relay basic information or facts.
- General knowledge of general equipment maintenance and repair techniques.
- General knowledge of the practices, procedures, equipment and materials used in Public Works maintenance and construction work, including snow plowing.
- General knowledge of safe operation, maintenance, servicing and repair of various vehicles and the ability to operate equipment in a skillful manner.
- General knowledge of the organization and functions of City government.
- General mechanical ability to operate telephone, computer, calculator and copy machine.
- Ability to understand and follow oral and written instructions.
- Ability to collaborate and implement effective customer service by maintaining a positive and effective relationship with other City departments, Council, commissions, contractors, engineers, residents and staff via in-person, phone or email on a regular basis.
- Ability to physically move about all areas of City properties to carry out duties.
- Ability to prepare and submit required reports to various agencies and other City staff.
- Ability to assist in all emergencies related to Public Works.
- Attends relevant workshops, meetings and training seminars.

Education

High School Diploma or GED

Requirements

- Possession and renewal of Minnesota Class B CDL with no suspensions or revocations within the previous two years is required.
- Possess basic computers skills.

Licenses/Certifications

This position will require the acquisition and maintenance of the following additional certificates/licenses:

- Class B CDL

Physical and Mental Requirements

Positions in this job typically require frequent sitting carrying up to 25 pounds, repetitive movement and driving. This position is exposed frequently to driving, wet conditions, exposure to moving mechanical parts and equipment. Some work requires arms above shoulders and climbing. This type of work entails considerable mental effort and stress with over 40% of the time of a typical workweek spent working with moderate detail and ability to frequently meet moderate deadlines. This position is occasional exposed to angry citizens.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in an outside, throughout the community and rarely in an office environment. Work includes continuous use of a personal or City equipment and vehicles. Occasional exposure to annoying odors. There is frequent exposure to hostile, aggressive or violent behavior by members of the public.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All City Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration through example, the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including a willingness to assist newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Crosby in a professional manner to the public, outside contacts, and constituencies.