

City of Shakopee
POSITION DESCRIPTION

TITLE: Maintenance Operator Assistant
DEPARTMENT: Public Works
CLASSIFICATION: Technician
REPORTS TO: Foreperson
STATUS: Full-Time, Non-Exempt
PAY GRADE: *TBD*
LAST REVIEWED: 09.01.2022

SUMMARY

Assists with and performs a wide range of maintenance, repair, and construction tasks to ensure proper operation and safe utilization of the City's street, park, public grounds, and sewer systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with skilled and semi-skilled street maintenance activities such as pavement repair, curb and sidewalk repair, grading, and striping of roadways and parking lots.
- Plows snow in City alleys, parking lots and trails as assigned and necessitated by weather conditions, which could include nights, weekends, and holidays.
- Mows and trims grass in the City right-of-way, easements, parks and public grounds. Applies herbicide or fertilizer to designated areas. Applies sod or seed to establish new turf or repair damaged patches.
- Assists with planting, monitoring, trimming, and removal of City trees along boulevards, in parks, on public grounds, and within City easements. May also assist with general landscape maintenance.
- Creates, installs, and maintains signs within City owned right-of-way and parks.
- Assists with maintenance and improvements to City parks and public grounds, including:
 - Constructs, repairs, remodels and maintains park buildings and picnic shelters, including general carpentry, mechanical, plumbing and electrical work;
 - Constructs, inspects and repairs playground equipment;
 - Assembles, repairs, paints and installs benches, tables, and grills;
 - Maintains and repairs driveways, parking lots, trails and walkways;
 - Maintains athletic fields by grading, dragging, grooming, lining, and aerating;
 - Maintains backstops, goal posts, lighting and fencing;
 - Prepares and maintains outdoor ice rinks;
 - Empties garbage cans;
 - Maintains and repairs irrigation systems.
- Assists with the maintenance on the sanitary sewer system including lift station maintenance, manholes, and sanitary sewer mains by cleaning, flushing, and repairing. Minor construction or maintenance of sanitary sewer facilities, as assigned.
- Assists with maintenance on roadside ditches, storm water ponds, and drainage ways by removing sediment and other related activities.
- Operates a wide range of light equipment including graders, tractors, mowers, chain saws and other hand tools and power equipment.
- Responsible for the proper use, care and storage of vehicles, tools, and equipment. Communicates any corresponding maintenance issues and assists with repairs as directed or requested.
- Assists with and performs a number of duties in the event of storms and floods; including the removal of debris, clearing of City streets and property, and sandbagging and pumping of facilities.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Ability to safely and effectively operate a range of departmental vehicles, equipment, and tools necessary for maintenance tasks.
- Ability to communicate ideas and explanations clearly in English.
- Ability to establish and maintain positive, professional working relationships with co-workers and supervisors.

- Ability to comprehend and communicate the policies, practices and services of the Public Works Division and to respond to common inquiries or complaints from the public in a tactful and courteous manner.
- Ability to learn and fully utilize Department's asset management software for reporting and record keeping, as well as web-based email and timesheet systems.
- Ability to add, subtract, multiple and divide and apply mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to read and interpret technical instructions, operating manuals, and safety guidelines.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

INTERNAL/EXTERNAL CONTACTS

- Daily contact with Administrative Department and other departmental staff.
- Daily contact with the public.
- Some interaction with Department Heads to provide support and assistance.

QUALIFICATIONS

Minimum Qualifications

High School Diploma or equivalent and one year of related work experience.

Desirable Qualifications

Post-secondary education in a related field from an accredited college, university, or technical school. Specialized certifications in sanitary sewer operations, pesticide application, or other applicable fields. Fluency in a second language, in addition to English, that has a recognized presence in the community (Spanish, Russian, Hmong, etc.)

WORKING CONDITIONS

The working environment is primarily outside in all types of weather conditions, resulting in exposure to heat, cold, wind, sun, rain and snow. The employee frequently works near moving mechanical parts; in high, precarious, and confined places, and is exposed to vibrations. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is often loud.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand and walk, and to bend, twist, lift and reach, as well as climb and balance. The employee must use hands to finger, handle or feel objects, tools, or controls. The employee must talk, hear and see to communicate with co-workers, receive information and instructions, and safely operate large vehicles and heavy equipment in all light conditions. The employee must lift and/or move up to 100 pounds.

EQUIPMENT REQUIRED TO PERFORM JOB

- Desktop Computer
- Desktop Phone
- Copy/Scanner/Fax Machine

The City of Shakopee is an Equal Opportunity Employer.