



JOB DESCRIPTION

PUBLIC SERVICES WORKER

STREET MAINTENANCE DIVISION

City of Fridley
Fridley, Minnesota

Date:	May 2018		
Position Title:	Public Services Worker – Street Division		
Department/Division:	Public Works/Street Maintenance		
Grade:	Grades 1-3	Hourly Rate:	\$18.53-\$28.89
FLSA Status:	Non-exempt		
Position Reports and Is Accountable To:	Operations Manager – Streets and Parks		

ORGANIZATIONAL MISSION:

In 2014, the Fridley City Council adopted the following organizational mission: “We believe in a Fridley that is a safe, vibrant, friendly and stable home for families and businesses.” In addition, City staff committed to the vision by focusing on the core values of being responsive, driven and friendly.

POSITION OBJECTIVE: To provide for the construction, repair, and maintenance of the City's streets and rights-of-way. Employee operates a wide variety of light and heavy equipment, tools, hand-tools, and machines.

ESSENTIAL JOB FUNCTIONS:

1. Install, construct, and maintain streets, alleys, rights-of-way, grounds and related assets and equipment using light and/or heavy trucks and equipment, hand and power tools, and manual labor.
 - a. Install, construct, and repair streets, sidewalks, curbs, trails, and boulevards.
 - b. Perform asphalt and concrete patching, crack sealing, and sealcoat preparation
 - c. Install and maintain street signs, traffic signs, and informational signs.
 - d. Install and maintain pavement markings.
 - e. Perform tree and brush removal and maintenance, including the operation of aerial equipment and chipping equipment.
 - f. Assist in the installation, operation, and maintenance of traffic signals, street lighting, and associated cabinets and cabling.
 - g. Load and haul materials for construction and disposal.
 - h. Construct improvements and maintain City buildings and other assets.

2. Clear streets, alleys, parking lots, sidewalks, and trails using light and/or heavy trucks and equipment or hand and power tools.
 - a. Plow snow and repair snow plowing damage.
 - b. Load and apply sand and de-icing chemicals.
 - c. Remove and haul snow and ice.
 - d. Sweep trash, grit, and sediment.
 - e. Load, haul, and dispose of debris.

3. Clean and maintain light and/or heavy trucks and equipment or hand and power tools.
 - a. Wash and perform preventative maintenance on equipment.
 - b. Perform routine preventative maintenance and safety checks on vehicles and equipment.
 - c. Assist in routine preventative maintenance on vehicles including checking fluid levels and adding or changing oil as needed, checking belts, etc.
 - d. Inspect equipment as required to ensure safe operation.
 - e. Assist in mechanical repairs to equipment.
 - f. Clean and maintain work areas, storage areas, and tools.
4. Support the completion of capital projects, special projects, and City operations, maintenance, and repair.
 - a. Load and transport personnel and materials to and from work sites.
 - b. Provide labor and equipment operation for special projects or events as directed.
 - c. Order, deliver, and move materials and furnishings.
5. Operation of vehicles requiring a Commercial Driver's License (CDL), Class B with air brake endorsement.
6. Perform strenuous manual labor in extreme climatic conditions including but not limited to lifting and digging.
7. Follow oral and written instructions such as supervisor's work orders and equipment operation manuals.
8. Respond promptly to callouts and work scheduled and unscheduled times before/after regular hours and on weekends and holidays when needed (e.g.. plowing, sanding, utility repair, emergencies)
9. Establish and maintain safe work zones in public rights-of-way.
10. Estimate quantities of materials such as amount of asphalt needed for patching or loads required for a hauling operation.
11. Lead a section work crew and assist in training crew members.
12. Various other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Must be eighteen (18) years of age.
2. Must possess a high school diploma, GED or equivalent.
3. Possession of a valid Class B Commercial Driver's License (CDL) with air brake endorsement or the ability to obtain one within ninety (90) days with no restrictions.
4. One year or more formal training or experience in Public Works Maintenance or related construction work such as roadway paving/asphalt maintenance work, traffic sign/signal maintenance, utility construction and repair, CDL truck operation, heavy equipment operation, and / or concrete work.

5. Must be able to successfully complete City's physical examination, drug test, written examination, and background/reference check, and have a good driving history.

DESIRED QUALIFICATIONS:

1. Possession of a valid Minnesota Commercial Driver's License (Class A) with tanker endorsement with no restrictions.
2. Experience in Public Works Maintenance or related construction work such as roadway paving/asphalt maintenance work, traffic sign/signal maintenance, utility construction and repair, CDL truck operation, heavy equipment operation, and / or concrete work.
3. Experience in performing snow and ice control functions for a commercial or governmental agency.
4. Interest in the operation of welding or fabrication equipment.
5. Ability to prepare concrete mix, install concrete forms, and finish concrete surfaces.
6. Public Works Maintenance Certification or education in a related field.
7. Possession of other applicable certifications (e.g.. MN tree inspector, MnDOT, OSHA, SWPPP).

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to read, understand, and follow oral instructions and written materials in English, such as operating manuals and safety instructions.
2. Ability to perform basic mathematical computations including addition, subtraction, multiplication, and division.
3. Ability to perform job responsibilities in all Minnesota weather including extremes.
4. Ability to perform routine maintenance and repair tasks for light or small equipment.
5. Knowledge of the operation and maintenance of trucks, heavy and light equipment, motors, and machines.
6. Experience in the safe and efficient use of tools used in a Public Works Department.
7. Ability to meet the physical demands of the job as indicated in the Job Activity Requirements with reasonable accommodations.
8. Knowledge of Public Works industry and local government maintenance operations.
9. Ability to work in a team setting as well as independently.
10. Ability to wear issued uniforms, protective clothing, and utilize personal protection equipment.

SCHEDULE:

The normal work week is forty (40) hours per week, Monday through Friday, 6:30 a.m. to 3:00 p.m. Normal work hours may adjust seasonally. There will be some required overtime in evenings or on weekends, including schedules and unscheduled work for call-backs, emergencies or work shortages.

WORK ENVIRONMENT:

The attached work environment characteristics are representative of those an employee encounters while performing the essential functions of Public Services Worker. Reasonable accommodations may be made to enable a person with disabilities to perform the essential job functions.

COMPENSATION AND BENEFITS:

Hourly wage range is \$ 18.53 – \$28.89 per hour, DOQ. Benefits include a variety of options, paid entirely or in part for the employee by the City, which includes life, health, and dental insurance; short-term disability; eighteen (18) days of annual leave per year; eleven (11) paid holidays per year; employee wellness program; as well as the employer's share of payments to workers' compensation, unemployment compensation, and Public Employees Retirement Association. Uniforms are issued. Additional voluntary benefits include a flexible spending account program, supplemental, spousal and dependent life insurance; long-term disability; and special events/activities organized by the Employee Relations Committee.

Complete and submit the City of Fridley application available on the City's website at www.fridleymn.gov or contact the City of Fridley directly at 6431 University Avenue, N.E., Fridley, MN 55432 (763) 572-3504. All application materials are due by 4:00 p.m. June 4, 2018.

May 2018

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

EEO/ADAAA

Fridley Job Activity Requirements

Mental/Motor, Environmental, Physical Demands, and Hazardous Environment

Job Title: Public Services Worker -- Streets
Department/Division: Public Works Maintenance Division/Streets Section
Brief Description of the Job Performed: To operate in a skilled and safe manner truck and other defined City of Fridley equipment in the construction, operation, maintenance, and repair of the city streets and right of ways.

Motor/Mental Ability	VI	O	F	C	Environmental	VI	O	F	C	Physical Demands	VI	O	F	C
Mathematics		X			Works with Others			X		Sitting			X	
Reading			X		Works Alone			X		Standing			X	
Writing	X				Customer Contact		X			Walking			X	
Reasoning			X		Shift Work		X			Running		X		
Problem Solving			X		Extended Day			X		Lifting			X	
Attentiveness				X	Extreme Hot			X		Pushing/Pulling			X	
Work Supervision	X				Extreme Cold			X		Carrying			X	
Guidance Available		X			Extreme Noise			X		Bending at Waist			X	
Autonomy		X			Confined Area		X			Climbing		X		
Social Interaction			X		High Places	X				Repetitive hand motion				X
Supervising Other Employees	X				Work Indoors		X			Twisting upper Body			X	
					Work Outdoors				X	Reaching			X	
					Mechanical Hazards			X		Kneeling		X		
					Electrical Hazards			X		Driving			X	
					Explosive Material	X				Crouching		X		
					Chemicals (OSHA Def).			X		Crawling		X		
					Fumes			X		Use arm muscles over extended periods				X
					Gases			X		Use leg muscles over extended periods				X
					Dust, grass, trees			X		Over shoulder height work			X	
					Other					Stationary desk or bench work with neck bent forward	X			
										Use hand to finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, and equipment			X	

Demand Codes:

Blank = Not Applicable or Not Present
 VI = Very Infrequent, 1 to 2 times a week
 O = Occasional, up to 1/3 of time
 F = Frequent, 1/3 to 2/3 of time
 C = Constant, more than 2/3 of time

The number of times the following weights are *lifted*.

Weights Lifted in pounds	Times per day	Objects Lifted	From what heights to what height in ft.
0 - 10	40	Material, small tools	0 to 5 feet
11 - 24	80	Shovel, rakes, and other tools	0 to 5 feet
25 - 34	20	Street materials, tree branches, logs	0 to 5 feet
35 - 50			
51 - 74	5	Concrete bags	0 to 5 feet
75 - 100	15	Asphalt	0 to 5 feet
100 - 150			

The number of times the following weights are *carried*.

Weights Carried in pounds	Times per day	Objects Carried	Distanced Carried in ft.
0 - 10	40	Material, small tools	to 20 feet
11 - 24	80	Shovels, rakes, and other tools	to 20 feet
25 - 34	20	Street materials, tree branches, logs	to 20 feet
35 - 50			
51 - 74	5	Concrete bags	to 50 feet
75 - 100	15	Asphalt	to 20 feet
100 - 150			