

TITLE: Full time Public Works
DEPARTMENT: Parks/Recreation/Water/Sewer/City Hall/Streets
SUPERVISOR: Mayor
STATUS: Full time, Non-Exempt/Non-Union

PRIMARY OBJECTIVE OF POSITION:

Under general supervision, perform semi-skilled maintenance tasks associated with care and upkeep of city owned properties.

ESSENTIAL JOB FUNCTIONS:

This is NOT a supervisory position. The essential job functions listed below are intended to describe the various types of work that may be performed. The omission of other duties not listed does not exclude them if the work is similar, related or a logical assignment to the position.

- Completes tasks associated with the maintenance and care of city owned properties including but not limited to mowing, string trimming, trimming trees/shrubs, debris pick-up, controlling weeds, burn site, ponds, water treatment plant, lift station, wells, and storm sewer drains.
- Maintains city owned properties including but not limited to Community Center, City Hall, City Shops, Parks, Ball Diamonds, Fire Hall, Ponds, Water Treatment Plant, storm sewer drains, Lift Station, and Wells.
- Performs landscape maintenance on paved and unpaved property.
- Operates a variety of equipment and power tools including but not limited to backpack blower, debris blower, string trimmer, commercial mower, and a wide variety of hand tools. The street sweeper, the Snowplow Truck, the JCB tractor, the Cub Cadet, the pickup truck.
- Performs other work as needed or assigned.
- Demonstrates a positive attitude toward job assignments and tasks to be performed.
- Is conscientious in the maintenance and operation of equipment.
- Shows initiative in recommending methods to improve safety, efficiency, and quality on the job.
- Promotes diversity and inclusion objectives defined by the city and continually examines own performance to eliminate implicit bias in carrying out duties and interacting with the public, coworkers, and other city employees.
- Maintains maintenance records and estimates and requisitions supplies, materials, and equipment when necessary and assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to understand and carry out both oral and written instructions.
- Must be able to read and understand labels and directions
- Must be able to physically perform functions of the position including lift, carry and drag objects weighing up to 80 pounds as needed and manually excavate dirt, gravel, field aggregate, snow, or ice when necessary.

- Ability to safely operate equipment including but not limited to lawn mower, push mower, string trimmer, blowers, Cub Cadet, air compressor, pressure washer, tractor, pickup & Snowplow.
- Ability to transport equipment safely and efficiently to the job site with a tractor, truck, and trailer.
- Ability to effectively work outdoors in a variety of weather conditions which include inclement weather, dust, pollen, loud noise, vibration or in areas where insects are present
- Ability to work around equipment and moving mechanical parts in a safe manner
- Must be willing to operate and maintain all assigned equipment responsibly and safely, demonstrating maturity and respectfulness
- Must be able to multi-task simultaneously
- Must be able to use work time properly and productively
- Performs work within OSHA regulations, city safety procedures and Employee Right-To-Know Law regulations.
- Attends the bi-monthly Southwest Minnesota Regional Safety Meetings for safety training
- Ability to function as a team member with all City employees and effectively interact with all levels of City personnel.

Additional Duties

Regular 40 hours per week. Position will require flexibility in future scheduling to include all hours at the employers' discretion for appropriate coverage and efficiency. Must work overtime as assigned; may include days, evenings, nights, weekends, including holidays for special event coverage, weather conditions and emergencies. Timely reporting to work with a minimum of absences. This is not a remote position.

COMMUNICATIONS

- Work independently and or as a team with other employees and elected officials.
- Ability to communicate effectively with other team members, elected officials, and the public.
- Must be able to actively listen to others for understanding of their needs and situations; ability to read, speak and write English clearly
- Ability to deal with the public in a courteous manner.
- Must be able to represent the city to other agencies and citizens with a clean, courteous, helpful, accurate and business-like attitude in all types of contact

MINIMUM QUALIFICATIONS:

- Possess and maintain a valid driver's license.
- High school diploma, MN accredited GED, or currently enrolled as a student.
- Ability to successfully pass a background check
- Ability to successfully pass a drug test & alcohol test
- Must be available within thirty miles of Ellsworth

DESIRABLE QUALIFICATIONS:

- Additional street and/or utility maintenance, construction or farming experience including the use of associated equipment
- Experience working in a municipal public works department
- Training / education in maintenance, machinery, mechanics, or related field
- History of safe work habits and clean driving record

NOTE: The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Ellsworth is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.