

# **MAINTENANCE TECHNICIAN/PUBLIC WORKS ASSISTANT**

City of *COOK*

**Department:** Maintenance/Public Works

**Immediate Supervisor's Title:** Administrator-Clerk/Treasurer and Maintenance Supervisor

## **Purpose**

Assists Maintenance Supervisor in the performance of maintenance duties. Provide maintenance for the City of Cook on its grounds, buildings and streets. Assists with monitoring water and Wastewater plants and repairs of collection and distribution systems. Serves on an on-call basis. Serves in the absence of Maintenance Supervisor according to direction of Administrator-Clerk/Treasurer.

## **Organizational Relationships**

Reports to: Administrator-Clerk/Treasurer (Facilities and Equipment Maintenance)  
Maintenance Supervisor (Water, Waste Water and Streets)

Communicates with: *Internally* – Administrator-Clerk/Treasurer, Maintenance Supervisor and other city employees; *Externally* – contractors, vendors, governmental agencies and the general public.

## **ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES**

### **HOURS OF WORK**

Monday through Friday – 8 AM to 4:30 PM (*subject to change*)

1/2 hour unpaid lunch break; two 15 minute paid breaks

On-call basis

### **FACILITIES AND EQUIPMENT MAINTENANCE**

(*this covers parks and recreation, buildings/grounds and equipment*)

Regularly inspect the city's indoor/outdoor facilities to determine maintenance and repair needs e.g. park equipment, building systems, and equipment/tools to determine necessary maintenance and repair needs according to supervisory/budgetary approval.

Prepare and maintain appropriate documentation on relevant maintenance and repairs.

Gather information about assigned facilities and prepare/plan an appropriate maintenance schedule.

Regularly inform Administrator about weekly schedule and immediately notify supervisor of significant matters.

Work closely with Maintenance Supervisor using the position for organizational knowledge

Individually perform or coordinate with outside contractor (s) all maintenance, repairs and replacements.

### **WATER PLANT**

Check all water pumps daily

Flow check and chemical feed completed daily

Take meter readings throughout the City as needed

Meter, install and monitor water treatment chemicals injected in the water system and supply as required by MN Dept of Health (MDH)

Assist with the required maintenance to all components of the water system including but not limited to greasing and oil changes

### **WATER PLANT (continued)**

Operate WTP and perform required testing in accordance with City of Cook WTP operating manuals and MDH permits  
Complete minor repairs to WTP facility  
Assist with major repairs to WTP facility  
Keep WTP area mowed and clean  
Notify City officials and supervisor of any and all irregular occurrences at the WTP

### **WASTEWATER TREATMENT PLANT (WWTP)**

Check pumps as required  
Monitor pond water levels weekly  
Flow check completed daily  
Operate WWTP and perform required testing in accordance with City of Cook WWTP operating manuals and MPCA permits  
Complete minor repairs to WWTP facility  
Assist with major repairs to WWTP facility  
Keep WWTP area mowed and clean  
Notify City officials and supervisor of any and all irregular occurrences at the WWTP

### **WATER DISTRIBUTION AND WASTEWATER COLLECTION SYSTEM**

Repair or assist with repair of all City water and sewer lines and components  
Assure that all fire hydrants are in working order, repair as necessary  
Assist Maintenance Supervisor with the flushing of entire sewer system  
Assist with cleaning of float switches and lift stations

### **SNOW REMOVAL**

Snowplow according to city policy and priority. Sidewalks cleaned after all streets and alleys are cleared. Remove snow from all fire hydrants as needed.

### **STREET MAINTENANCE**

Assist with all maintenance on city streets including but not limited to: grading, pothole patching, sweeping and culvert steaming.

### **OTHER RESPONSIBILITIES**

Assist the City Maintenance Supervisor  
Keep all city properties neat, clean and mowed  
Maintain city truck and equipment  
Mow and trim all city properties  
Complete all other duties assigned by supervisor

### **Emergencies Protocol**

The maintenance worker will respond to emergencies on an on-call basis according to policy.

Service outages should be reported to the Maintenance Supervisor immediately. Emergency outages should be reported to the Maintenance Supervisor immediately and to the city office as soon as possible. If the office is closed, the outage will be reported to the mayor, acting mayor or city council member.

**Other Duties and Responsibilities**

Performs other related duties as assigned.

**Required Knowledge, Skill and Abilities**

Knowledge of methods, practices, tools, equipment, and materials used in maintenance duties  
Knowledge of and ability to understand and apply the rules and regulations that pertain to city utility operations

Knowledge of and ability to follow OSHA and other regulated safety practices

Skills in mechanics to properly maintain vehicles and equipment

Ability to receive work direction from the Administrator-Clerk/Treasurer and Maintenance Supervisor and work as part of a team

Ability to execute assigned tasks without direct supervision

Ability to operate a variety of equipment and tools

**MINIMUM QUALIFICATIONS**

Class B Commercial Driver's License

High School Diploma or GED

Pursue training requirements for Water Class C and Wastewater Class D Operator's License

Three years of equipment operations or related maintenance experience

**Working Conditions/Potential Hazard Exposure**

Job requirements may result in exposure to extremes of temperature, vibrations and noise; contact with fuel/chemicals on a daily basis and potential contact with human or infectious waste. Considerable physical effort is required involving many types of movement such as lifting, bending and twisting. Large and fine motor skills are necessary as well as the full range of senses.

**Physical Requirements**

Job requires individual, on a daily basis, to bend, walk, occasionally lift and carry up to 100 lbs. Operate vehicles: snowplow, steamer, hot patcher, grader, dump truck, Skidsteer, pickup truck, sweeper, lawn mower, broom, snow shovel, and other equipment and tools associated with the position.

**Dress Requirements**

Comfortable and clean clothing to include long pants provided by employee. All required safety equipment: steel toed boots, glasses, ear plugs, hard hat, gloves, and vest supplied by the City.

**PROBATION**

All city employees serve on a probation basis for the first 90 days of employment.

**SALARY**

As scheduled by City Council. The maintenance worker will be required to keep a time card and submit payroll information.

**BENEFITS**

In accordance with City of Cook Benefit Schedule for personnel.