

PERSONNEL COMMITTEE

13-0606R

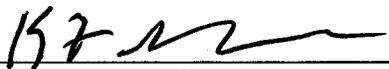
REPLACEMENT

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICES CLASSIFICATION OF MAINTENANCE WORKER.

CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the civil service classification of maintenance worker. Which were approved by the civil service board on December 10, 2013 and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall remain subject to the city's collective bargaining agreement with its basic unit employees; and that pay range for said classification shall remain Pay Range 22, \$2,810 to \$3270 per month. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved:



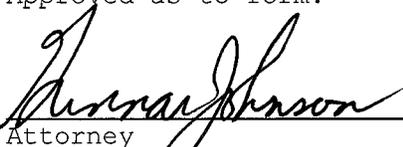
Department Director

Approved for presentation to council:



Chief Administrative Officer

Approved as to form:



Attorney

Approved:



Auditor

HR TS:vs 11/27/2013

STATEMENT OF PURPOSE: The maintenance worker classification performs a variety of semi-skilled and skilled tasks in the construction, maintenance and/or repair of City streets, properties and related facilities and can be assigned to various divisions among multiple departments within the City. The job description has

been revised to require a Class B Commercial Driver's License upon application, and to articulate skills that are needed to perform the duties of the position.

There is no change in the rate of pay, which is Range 22 \$2,810 to \$3,270 per month. This replacement resolution is being submitted due to the cancellation of the December 3, 2013, civil service board meeting.

MAINTENANCE WORKER

SUMMARY/PURPOSE:

Maintain City streets and properties, To perform a variety of semi-skilled and skilled tasks in the construction, maintenance and/or repair of City streets, properties and related facilities. The work involves performing manual tasks under direct supervision of a lead worker or other higher level classified employees. Duties may involve the use of hand and power tools and the operation of light truck and construction equipment as a part of the assignment. Duties may be performed under adverse weather or working conditions

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

1. Perform various construction and maintenance tasks.
2. Perform street patching.
3. Perform cleaning of gutters, drains, and culverts.
4. Install barricades and snow fences, mix concrete, and assist in pipe laying work.
5. Perform simple and routine painting.
6. Perform snow shoveling and sanding of sidewalks.
7. Perform grass cutting and other grounds maintenance work.
8. Assist journeypersons.
9. Load equipment and materials onto trucks.
10. Operate a variety of hand and power tools.
11. Occasionally operate equipment such as a 5 yard dump truck, sand truck, and flusher, requiring a Class B commercial driver's license.
12. Maintain equipment by dispensing gas and oil and recording amounts; cleaning; changing tires; and repairing tire chains.
13. Answer phone and write messages.
14. Perform custodial and janitorial work, including but not limited to, cleaning and sanitizing restrooms, floor maintenance, vacuuming and dusting, collecting trash, and making minor repairs to furniture and equipment.

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required

1. Education and Experience requirements:
 - A. A minimum of one (1) year of verifiable experience as a construction laborer, or as a helper in one of the building trades; ~~or in custodial work~~; or one year in a position with equivalent duties.
2. License Requirements:
 - A. Possession of a valid Minnesota Class B Commercial driver's license or equivalent privilege by the date of appointment and thereafter.
3. Knowledge Requirements:
 - A. Knowledge of the methods, tools, equipment, and materials used in the building trades.
 - B. Basic knowledge of general safety practices and procedures.
 - C. Knowledge of safe working practices and ability to perform work in a safe manner.
4. Skill Requirements:

- A. Skill in performing repairs and related work using hand and power tools.
- B. Skill in operating vehicles while observing legal and defensive driving practices.

5. Abilities Requirements:

- A. Ability to observe safety rules and to drive in a safe and courteous manner.
- B. Ability to identify and operate a variety of hand and power tools.
- C. Ability to follow oral and written instructions.
- D. Ability to establish and maintain effective working relationships with others.

6. Physical Abilities Requirements:

- A. Ability to work outdoors in all weather conditions.
- B. Ability to work climb ladders and work in high places.
- C. Ability to work in dusty, dirty, wet and muddy conditions.
- D. Ability to frequently walk, stand, kneel, stoop, crouch, climb, and reach above shoulder level as needed to perform work activities.
- E. Ability to lift and carry equipment and materials such as a jackhammer and pipe cutter weighing up to 100 pounds.
- F. Ability to attend work on a regular basis

Anlst: TS	Class: 4405	Union: Basic	Pay:	CSB:
CC:	Res:	EEOC: Service/Maint	EEOF: St/Highways	WC: 9410