JOB CLASSIFICATION PLAN

Position Title	FULL-TIME PUBLIC WORKS POSITION
Department	MAINTENANCE/WATER/SEWER/PARKS/STREETS
Accountable To	MAINTENANCE SUPERVISOR
FLSA Status:	NON-EXEMPT

Primary Objective of Position

To perform various types of technical skills for repetitive work as well as independent problem-solving work. Operating equipment involved in the repair and maintenance to the city streets, parks, water and storm sewer systems as well as other municipal facilities and property.

Essential Functions of the Position

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or logical to the position. Duties include but are not limited to field maintenance tasks, equipment operation, equipment repair, and responding to customer requests. This position will be required to work alternative schedules including evenings, early mornings, and weekends, as required for the city's maintenance operations. Requires compliance with Department of Transportation drug/alcohol testing requirements.

i. Wastewater Department Duties

- Assist with operation and maintenance of wastewater collection systems.
- Inspect, maintain, and troubleshoot lift stations and pumps.
- Respond to lift station alarms and system failures.
- Perform routine cleaning, jetting, and inspections of sewer lines.
- Assist in wastewater sampling and reporting.
- Maintain compliance with Minnesota Pollution Control Agency (MPCA) standards.

ii. Water Department Duties

- Assist with operating and monitoring a Class C Drinking Water Treatment Plant in compliance with Minnesota Department of Health (MDH) and federal regulations.
- Conduct required daily, weekly, and monthly operational checks and water quality testing.
- Maintain operational logs, records, and regulatory reporting documentation.
- Monitor SCADA systems and respond to alarms.
- Perform routine water quality testing and system checks.
- Maintain water distribution systems, including hydrant flushing and valve exercising and system inspections.
- Assist in locating, repairing, and restoring water main breaks and service line leaks.
- Perform water meter reading, maintenance, and replacement as needed.
- Ensure proper chemical handling, storage, and safety compliance.

iii. Parks and Recreation

- Maintain city parks and recreational facilities.
- Perform mowing, trimming, landscaping, tree trimming, and groundskeeping.

- Inspect and repair park equipment and amenities.
- Prepare facilities for community events as assigned.
- Maintain Park buildings, shelters, and playground equipment.

iv. Snow Removal

- Operate snowplows, sanders, and related equipment.
- Remove snow and ice from streets, sidewalks, and public facilities.
- Apply salt and other de-icing materials safely and efficiently.
- Participate in extended hours during winter weather events.

v. Street Department

- Maintain and repair city streets, alleys, sidewalks, and right-of-way.
- Operate equipment for patching, grading, and minor construction.
- Install and maintain street signage.
- Remove yard waste and brush from the right-of-way
- Operate trucks, loaders, skid steers, graders, and other light/heavy equipment.
- Assist with stormwater system inspection and maintenance.

vi. General Maintenance

- Perform building and facility maintenance for city-owned properties.
- Maintain and service Public Works vehicles, tools, equipment, and facilities.
- Assist with inventory control and materials management.
- Perform preventative maintenance activities.
- Assist with special projects and community events as assigned.

vii. On-Call Responsibilities

- Participate in a rotating on-call schedule.
- Respond to after-hours emergencies, including:
    - Water main breaks
    - Adverse weather events
    - Lift station alarms or failures
    - Infrastructure or facility emergency's
- Must be available to respond within a 30-minute timeframe during on-call periods

Minimum Qualifications

- High school diploma or GED equivalent.
- Possession of a valid Minnesota Driver's License, and the ability to obtain a Commercial Driver's license (CDL)
- Possession of or ability to obtain a Minnesota Class C Drinking Water Operator License.
- Basic knowledge of public works operations, maintenance practices, and equipment.
- Ability to operate light and heavy equipment safely.
- Strong problem-solving skills and mechanical aptitude.
- Ability to work independently and as part of a team.
- Ability to maintain effective working relationships with supervisors, coworkers, and the public.
- Ability to understand and follow written and verbal instructions.

Desirable Qualifications

- Experience in municipal public works or utility operations.
- Experience operating snowplows and heavy equipment.
- Knowledge of water and wastewater systems and regulatory requirements.
- CDL with air brakes endorsement.

Equipment/Job Location/Physical Requirements

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Duties performed are typically outside, and, therefore, subject to climatic extremes. Primary job functions require ability to perform physical activities including bending, twisting, kneeling, climbing, gripping, carrying, and shoveling; lifting of up to 75-100 lbs.; standing for long periods of time, working in confined spaces; use of personal protective equipment such as respirators, harnesses, and related equipment; exposure to traffic, heavy equipment, chemicals, wastewater, and other environmental hazards.

Conditions of Employment

- Must comply with organizational and department policies
- Must possess a valid Class B driver's license

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

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