

## **City of Elysian**

### **POSITION DESCRIPTION**

POSITION TITLE: PUBLIC WORKS MAINTENANCE WORKER

DEPARTMENT: PUBLIC WORKS

SUPERVISOR: PUBLIC WORKS DIRECTOR

SUPERVISES: NONE

CLASSIFICATION: FULL-TIME, NON-UNION, NON-EXEMPT

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### **MINIMUM QUALIFICATIONS**

- Possession of High School diploma or GED.
- Experience in vehicle and equipment, maintenance, and mechanical repair.
- Class D water and wastewater licenses, or willing to obtain within two (2) years after hire.
- Possess an unrestricted Class A CDL license or willing to obtain within one (1) year after hire.

### **OVERVIEW OF POSITION**

Under the direct supervision of the Public Works Director, the Public Works Worker position is responsible to perform a wide variety of tasks associated with the construction and maintenance of City buildings, facilities, sewer system, water system, streets, and other public rights-of-way. They operate and maintain a variety of heavy, medium, and light equipment, participate in snow plowing/sanding, and perform grounds keeping tasks. This position responds to urgent and emergency situations and other callouts with excellent communication and continued customer service with all city of Elysian's staff, customers, and visitors.

### **ESSENTIAL JOB FUNCTIONS**

- Assists in regular maintenance and repair of city park and street equipment, city buildings and city property.
- Operates heavy and light equipment in maintenance associated with street cleaning, including but not limited to sweeping city streets and gutters, cleaning catch basins, sweeping city parking lots, servicing, and the removal of snow and the control of ice on city streets
- Ensures parks cleanliness by mowing all city owned property, trimming, cutting, planting, and watering vegetation, while maintaining, cleaning, and repairing all park buildings, picnic tables, playground equipment, ball diamonds, all park related equipment and facilities.
- Assist with repairs, replacing, and installing of sidewalks, crosswalks, curbs, handicap parking, City streets and alley right of ways, and traffic signs.
- Maintains the appearance of city streets, storm sewers, park buildings, park grounds, campgrounds, picnic areas and trails.
- Daily/Monthly Readings of Lift Stations and Wells
- Perform regular and emergency water, sewer, and storm water locates.
- Assists in ordering and receiving materials and supplies. Assists in keeping accurate records for the department.
- Provides technical support services to the city. Provides technical assistance during inclement weather conditions, makes emergency repairs as needed, and investigates trouble calls. Assists other departments as needed.
- Reads, interprets, and works with blueprints, diagrams, and engineering sketches.
- Performs routine weekly curbside household refuse and recycling and coordinates activities involving refuse/recycling throughout the city.
- Complies with appropriate local, state, and federal safety rules, regulations and statutes.

### **ADDITIONAL FUNCTIONS OF THE JOB**

- Performs physical demands and work environment requirements for this position.
- Performs various preventative and corrective, minor and major maintenance services on city equipment and vehicles to ensure safe and proper operation as well as longevity.
- Attendance during regularly scheduled works hours and outside regular hours as necessary.
- Effective and respectful communication and interactions with other employees, supervisors, individuals from other organization and citizen customers.
- Performs other related functions as assigned or apparent.

### **EQUIPMENT USED**

Weed whips, power pruners, communication radios, chop saws, chain saws, skill saws, jig saws, band saws, hedge trimmers, power washers, jack hammers, weed sprayers, 3pt drags, 3pt mowers, 2 ton hoists, stripers, jib cranes, floor jacks, snow blowers, shovels, rakes, pay loader, backhoe, sweeper, dump truck, riding lawn mower, skid loader, roller, motor grater, and small tractor to perform required functions.

This position **does** require the operation of an automobile.

### **CONDITIONS OF EMPLOYMENT**

- Possess or obtain a valid Class A (unrestricted) Minnesota Commercial Driver's License (CDL).
- Must comply with organizational and departmental policies.
- Must comply with data practices policies and standards relative to not public data. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished the not public data must be properly stored according to city policy and the Minnesota Statutes.
- **Safety Sensitive Notice.** This is a safety sensitive position which requires cannabis pre-employment drug testing. Safety sensitive position means a job in which an impairment caused by drug, alcohol, or cannabis usage would threaten the health and safety of any person.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to communicate effectively and tactfully, with other City staff, elected officials, regulatory agencies, contractors, and the general public.
- Ability to operate and maintain vehicles and various equipment which will be used routinely in the city public works department, such as mechanic shop power equipment and hand tools, such as grinders drills, saws, mechanical tools, torch, etc.
- Ability to understand and carry out written and oral instructions and carry out to completion.
- Ability to make moderately complex mathematical calculations.
- Ability to work independently with minimum supervision, exercise good judgment, and employ good time management skills.
- Ability to respond to emergencies after normal working hours.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Incumbent may be exposed to toxic conditions, noise, excessive noise, high elevation, bodily injury, pressurized equipment, burning and/or explosive material/equipment, moving objects, heat, cold, wetness, humidity, and marked changes in temperature or humidity.
- Activities that occur extensively (more than 6 hours) are talking, hearing, using accommodation, near, far, color, and peripheral vision.
- Activities that occur frequently (from 4 to 6 hours) are sitting, using fine manipulation, using sense of smell, and carrying and/or lifting up to 10 pounds.
- Activities that occur occasionally (from 1 to 3 hours) are standing, walking, bending/stooping, climbing staircases, handling; using fingers, wrists, and hands for repetitive, non-repetitive, or consistent actions, and carrying and/or lifting up to 34 pounds.
- Activities that occur infrequently (up to 60 minutes) are squatting, crawling, crouching, kneeling, pushing, pulling, twisting, climbing heights up to 100 feet; reaching below, at, or above shoulder level with both shoulders individually or at the same time; using feet individually or at the same time for repetitive movements, using sense of touch, and carrying and lifting up to 100 pounds.

### **WORK SCHEDULE**

This is a full-time appointed position, requiring 40+ hours per week with attendance at meetings and functions outside of normal work hours to address the needs of the 24/7 operations of various city functions. The typical work hours for this position are 8:00 a.m. through 4:30 p.m., Monday-Friday.

The duties listed above 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 from the position if the work is similar, related or a logical assignment to the position.

This 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.

Revised: January 12, 2026