



PUBLIC SERVICES TECHNICIAN – Streets & Parks

Department: Public Services
Supervisor: Public Services Director
Pay Grade: 10, 11, 12, 13 Part-time = 5
FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK

The Public Services Technician – Streets, Buildings, Parks performs entry-level technical, skilled, and manual work in the Public Services Department. The Public Services Department is responsible for: Streets, Buildings, Parks, Water, Sewer and Storm Water areas; this position will have a main focus in the areas of Streets, Parks, Buildings and Storm Water.

HOURS OF WORK

Public Services Technicians are typically full-time positions working 40 hours per week. Hours of service will follow the guidelines laid out in the employee handbook.

Exceptions to these hours may include working the weekend rotation (all full-time Public Services employees are required to be part of the weekend rotation), off-site meetings, trainings, snow or other emergency. If an employee is required to come to work outside of normal department hours, they may be asked to flex their hours and work a schedule different than their core hours in order to maintain a 40-hour workweek.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

PST 1 - Pay Grade 10

- High school degree or equivalent
- Ability to obtain valid Minnesota Class A Commercial Driver's License within 90 days of hire
- Ability to obtain Tanker Endorsement within six months of hire

PST 2 – Pay Grade 11

- High school degree or equivalent
- Ability to obtain valid Minnesota Class A Commercial Driver's License within 90 days of hire
- Pool Operator License or Pesticide Spraying Certificate

PST 3 – Pay Grade 12

- High school degree or equivalent
- Ability to obtain valid Minnesota Class A Commercial Driver's License within 90 days of hire
- Water D License
- Sewer D License

PST 4 – Pay Grade 13

- High school degree or equivalent
- Ability to obtain valid Minnesota Class A Commercial Driver’s License within 90 days of hire
- Water C License
- Sewer C License

Desired Qualifications

- Valid Minnesota Class A Commercial Driver’s License
- Previous experience as a Public Service Technician
- Mechanical aptitude

ESSENTIAL FUNCTIONS

- ***Operates heavy and light equipment:*** operates equipment such as truck, payloader, aerial lift truck, snow plow, skid steer, ATV, dump truck, tractor, backhoe, lawnmower; inspects and performs basic preventive maintenance on equipment
- ***Maintain city streets:*** patching and crack filling; cleaning and repairing storm sewers; curb and gutter maintenance; plowing and removal of snow; controlling ice conditions on streets, mowing and trimming ditches
- ***Maintain city parks and rental units:*** lawn mowing and trimming; weed spraying; planting and maintaining trees and/or flowers; manage turf and city fields; maintain pool; maintain city compost site to include emptying and hauling recyclables; building maintenance and cleaning (may include basic plumbing and electrical work, carpenter and painting);
- ***May be required to assist with maintenance of City Water and Sewer***
- ***Performs other duties and responsibilities as assigned by the Public Service Director or his designee***

KNOWLEDGE, SKILLS AND ABILITIES

The Public Services Technician Lead in Streets and Parks must be able to lead the ~~Public Services~~ Streets and Parks Department in establishing and maintaining effective and positive working relationships with the residents of Norwood Young America, co-workers, vendors and contractors. The ability to motivate and direct others through written and oral communication is essential. They must have excellent time management skills along with the ability to maintain records of inspections, material used and time usage.

A Public Service Lead in Streets and Parks must have experience and knowledge of the following: principles, practices, and procedures used in maintenance and repair of streets, parks, buildings, hazardous waste regulations, and traffic laws. This person must be able to analyze situations and determine appropriate action and to respond quickly and appropriately to emergency situations.

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, and attend trainings to update knowledge and maintain required licenses.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by a Public Service Technician to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This work requires the regular exertion of up to 25 pounds of force and occasional lifting and/or carrying up to 75 pounds.
- Regularly requires sitting and speaking or hearing, frequently requires standing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions
- Occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, ~~tasting~~ or smelling
- Standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly
- Hearing is required to perceive information at normal spoken word levels
- Preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length
- Operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Frequent exposure to outdoor weather conditions.
- Frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a loud noise location.

CONDITIONS OF EMPLOYMENT

Satisfactory completion of a background examination and other pre-employment requirements as identified in the City's Employee Handbook. All employees must comply with appropriate local, state, and federal safety rules, regulations, and statutes. All employees must comply with organizational and departmental policies.

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 City and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

ACKNOWLEDGEMENT

I, (print name) _____, have reviewed this job description and I understand the job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description. Furthermore, I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date