



PUBLIC SERVICES TECHNICIAN – Streets & Parks

Department: Public Services
Supervisor: City Administrator
Pay Grade: 4, 5, 6
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 focus on the areas of Streets, Parks, Buildings, and Storm Water.

HOURS OF WORK

The City Administrator sets hours of work. All full-time Public Services employees are required to work the weekend rotation, attend meetings/training both on-site and off-site and work during snow or other emergencies.

QUALIFICATIONS

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

Minimum Qualifications

PST 2 – Pay Grade 4

- 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
- Ability to obtain Pool Operator License and Pesticide Spraying Certificate
- Or applicable experience, skills, and/or certifications

PST 3 – Pay Grade 5

- 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
- Ability to obtain Pool Operator License and Pesticide Spraying Certificate
- Water D License
- Sewer D License
- Or applicable experience, skills, and/or certifications

PST 4 – Pay Grade 6

- 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
- Ability to obtain Pool Operator License and Pesticide Spraying Certificate
- Water C License
- Sewer B License
- Or applicable experience, skills, and/or certifications

Desired Qualifications

- Valid Minnesota Class A Commercial Driver's License
- Previous experience as a Public Service Technician in a similar field
- Applicable Licenses and Certifications
- Mechanical aptitude

ESSENTIAL FUNCTIONS

- *Equipment Operation and Maintenance:*

Truck	Skid Steer	Tractor
Payloader	ATV	Backhoe
Snowplow	Dump Truck	Lawn Mower
Aerial Lift Truck/heights		

- *Street Maintenance:*

Patching and crack filling	Clean/repair storm sewers	Snow plowing/removal
Curb/gutter maintenance	Mowing/trimming ditches	Ice control

- *Park & Building Maintenance/Janitorial:*

Lawn mowing	Turf management	Carpentry
Weed spraying	Maintain pool	Painting
Basic plumbing/electrical	Emptying/hauling recyclables	Planting/maintaining trees

- Employee may be asked to assist in the Water and Sewer Areas.
- Performs other related duties and responsibilities as assigned by the lead and City Administrator.

KNOWLEDGE, SKILLS, AND ABILITIES

The Public Services Technician must be able to work with and without direct supervision and both independently and as a team player. This position requires moderate to considerable physical effort when performing various tasks. They must be able to record various inspections, the material used, and time usage.

Knowledge of the following is critical in succeeding as a Public Service Technician: principles, practices, and procedures used in the maintenance and repair of streets, parks, buildings, hazardous waste regulations, and traffic laws. This person must be able to analyze situations, determine appropriate action, and respond quickly and appropriately to crises and emergencies.

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

PHYSICAL REQUIREMENTS

An employee must meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- This work requires the regular exertion of up to twenty-five pounds of force and occasional lifting and/or carrying up to seventy-five 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, crawling, tasting, or smelling
- Standard vision requirements
- Vocal communication is required for expressing or exchanging ideas using 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 diverse 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 can perform the essential functions as outlined. I understand that my job may change temporarily or regularly according to the city's needs without 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, before signing this form, I have discussed any questions I may have had before the job description.

Signature _____ Date _____