



City of New Brighton, Minnesota
Position Job Description

Position Title: *Seasonal Public Works Maintenance Worker*

Department / Location: *Public Works - Maintenance Facility*

Immediate Supervisor: *Public Works Supervisors*

Grade Level: *Pursuant to the Part-Time, Seasonal, & Temporary Compensation Plan*

Position & FLSA Status: *Non-Exempt – Seasonal Public Works Maintenance Worker*

Date of Latest Revision: *April 2013*

Position Summary:

To maintain and repair the City's public works' infrastructure in a manner that provides a safe and clean environment and uninterrupted service to New Brighton residents, commercial property owners, and visitors.

Essential Accountabilities and Expected Outcomes

Public Works Department

- 1) Ensures that the City is kept in a safe and usable condition through a planned, effective program of repair and assists with the maintenance of streets, curb/gutter, sidewalks, City parking lots, sewer and water projects, and any other surface infrastructure for which the City is responsible.
 - Work is planned and completed with consistent quality and timeliness that minimizes traffic interruptions and safety hazards and therefore creates few problems, complaints or legal actions for the City and its residents.
- 2) Performs miscellaneous custodial duties around City buildings as scheduled or requested.
 - Custodial work is completed on time and as expected.
- 3) Performs other job related responsibilities as apparent or directed.

Competencies Common to All Positions:

Developing and maintaining a thorough working knowledge of all department and applicable City policies and procedures in order to help facilitate compliance with such policies and procedures by all personnel.

Demonstrating by personal example the service excellence and integrity expected from all staff.

Developing respectful and cooperative relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.

Conferring regularly with and keeping the immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which accountable.

Representing the City in a professional manner to the general public and other outside contacts / constituencies in a manner that helps maintain and enhance New Brighton's reputation as a well managed City.

City of New Brighton Core Values that are Common to All Positions:

Represent and model the following established City of New Brighton Values:

Respect for Residents, Businesses, and Visitors
Effective Communication with Residents of New Brighton

Promote a Healthy Business Climate
Understand Our Past as we invest in the Future
Recognize the Importance of Working with Neighboring Communities
Provide for the Safety and Security of the Community
Accountability and Integrity in Service Delivery

Typical Working Environment:

Work is typically performed outside throughout all seasons in and around the recognized hazards of public works infrastructure maintenance including moving equipment, temperature fluctuations, noise, fumes, and traffic.

Typical Physical Requirements for This Position:

Strength, stamina and agility to perform manual labor and equipment operations, occasionally under adverse seasonal conditions.

Selection Criteria to Qualify for This Position:

Minimum Job Requirements:

- Must be 18 years of age
- Previous experience working with general maintenance equipment (Lawn mowers, weed whips, etc.)
- Valid Class D driver's license

or

- Such alternatives to the above qualifications as the City may find appropriate and acceptable

Employee's Signature and Date: _____

Supervisor and / or Department Head Signature and Date: _____

Assistant to the City Manager Signature and Date: _____