



# City of Two Harbors

## POSITION DESCRIPTION

Class Title: Public Works Specialist I  
Department: Public Works  
Division:  
Date: October 28, 2019

Job Code Number:  
Grade Number:  
Union: AFSCME

### GENERAL PURPOSE

The Public Works Specialist I Position works on a team and is responsible for performing a variety of general labor tasks. These tasks may be manual labor or the operation of power tools and small powered equipment and hand tools. Incumbents will be required to operate small power equipment such as riding lawn mowers and chainsaws. In addition to manual tasks, incumbents will assist other job functions as needed.

### SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

### SUPERVISION EXERCISED

None

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties of a Public Work Specialist I will seasonally vary. They may include City Lawn care, snow removal, snow fencing, sanding walkways, cleaning equipment, cleaning and preparing a job site, loading and delivering materials, and using a variety of tools and machines such as hand tools, shovels-pick ax, forklifts, levels, lifts, power drills, grinders, saws, pressure washers, and water spraying equipment.

They lend assistance to other staff within the public works department and within other departments at job sites.

Set up and take down ladders, scaffolding, and other temporary structures

At road construction sites, under supervision, may control traffic. They set up markers, cones and barricades and may flag vehicles to control the flow of traffic.

Responsible for performing construction laborer duties at city construction sites - pipe laying, concrete work, sweeping, shoveling, road patching, etc.

Performs routine inspections, cleaning and preventative maintenance on assigned tools and equipment.

Perform simple and routine painting and building repair, as directed.

The position is also responsible for grounds maintenance, cutting grass, trash collection, restroom facility checks and cleaning, preventive maintenance on assigned equipment, basic building maintenance, etc.

Conducts all assigned duties safely and in accordance to all safety, security, and health standards and City policies and procedures.

Receives instruction from supervisors concerning work to be performed and equipment to be used.

Prepares for work by servicing needed equipment with water, oil, gas, and lubricating moving parts.

Inspects visible working parts to observe wear and recommends replacement of parts to prevent breakdown.

Clear surfaces and spreads sand on ice glazed surfaces during icy conditions.

Operates trucks including loading, transporting, and unloading various types of equipment, supplies, materials, and/or machinery.

Occasionally operates equipment for which a Minnesota Class B Driver's License is required.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, patching potholes, laying and backfilling material.

Attends local and out of town training sessions as required.

Performs other duties as assigned.

## REQUIRED MINIMUM QUALIFICATIONS

(A) High School Diploma or GED;

(B) Previous demonstrated work history related to public works, utilities, construction, carpentry, machine or equipment operation, or other demonstrated trade work;

OR:

(C) Any equivalent combination of education and experience which demonstrates the ability to successfully complete the duties outlined.

AND:

(D) Valid State Driver's License with a Class B CDL certification, or ability to obtain it within six (6) months of date of hire with a driving record acceptable to the City's insurance carrier.

## II. REQUIRED MINIMUM QUALIFICATIONS (INTERNAL CANDIDATES)

(A) Have met all the required documented qualifications of Public Works Specialist I.

## PREFERRED QUALIFICATIONS

(A) Valid Class A Driver's License;

(B) Degree or Diploma related to a trade;

(C) Certificates or additional training related to the position;

## NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

1. Basic to intermediate knowledge of equipment, facilities, materials, methods, tools, and procedures used in maintenance, construction and repair activities.

Ability to:

1. Ability to work safely under a variety of situations and weather conditions.

2. Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public.
3. Ability to understand and carry out written and oral instructions; Ability to exercise a moderate amount of independent judgement.
4. Ability to meet deadlines and perform tasks within a reasonable timeframe;
5. Ability to learn and apply new methods and techniques related to public works;
6. Ability to perform heavy manual tasks for extended periods of time.

Skills in:

1. Skill in operation of the listed tools and equipment.
2. Skill in following directives and performing tasks that are timely, accurate, and of high quality.
3. Attention to detail.
4. High level customer service.

## TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including pickup truck, lawn mowers, chainsaws, street saws, jacks, pumps, compressors, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio and smart phone.

## PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move 25 to 100 pounds frequently. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

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 ADA disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderately loud.

#### OTHER

This position may require staff call out in an emergency or public safety sensitive situation.

#### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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 logical assignment to the position.

The 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.

#### MN GOVERNMENT DATA PRACTICES REQUIREMENTS AND PENALTIES

Not public data are any data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

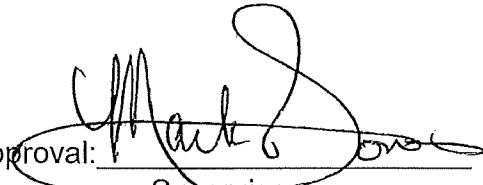
Not public data will be stored in files or databases, which are not readily accessible to individuals who do not have authorized access and which will be secured during hours when the offices are closed.

Not public data must be kept only in City offices, except when necessary for City business.

Only those employees whose job responsibilities require them to have access will be allowed access to files and records that contain not public data. The employees will be instructed to:

- Not discuss, disclose, or otherwise release not public data to City employees whose job responsibilities do not require access to the data.
- Not leave not public data where non-authorized individuals might see it, and
- Shred not public data before discarding.

Pursuant to MN Statutes Section 13.09, as it may be amended from time to time, the knowing authorized acquisition of not public data is a misdemeanor and constitutes just cause for suspension without pay or dismissal of the employee.

Approval:   
Supervisor

Approval:   
Appointing Authority

Effective Date: October 28, 2019

Revision History: 2/13/17  
1/4/94