

City of Isanti
POSITION DESCRIPTION

MAINTENANCE TECHNICIAN II

DEPARTMENT:	Public Services
FLSA CLASSIFICATION:	Non-Exempt
REPORTS TO:	Public Services Director/ Foreman
SUPERVISES:	None

DEFINITION:

This is a non-supervisory position to perform operation and routine-to-skilled maintenance work for buildings, equipment and grounds including city parks, streets, storm water system, city owned lots, vehicles, heavy equipment and general city facility maintenance. This position also performs skilled tasks of water and wastewater (utility) operations which include maintaining critical infrastructure, operational components and testing requirements. *This position is subject to fall under the 49ers bargaining agreement.*

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

GENERAL (80%)

- Follows oral and written instructions such as work orders and equipment operation manuals.
- Plow, sand, salt, sweep, crack seal, and patch streets and sidewalks.
- General upkeep and cleaning of all city vehicles and equipment.
- Installing, reading, and repairing water meters.
- Perform repairs of catch basins, outfalls, junction boxes, yard inlets, detention ponds, and other storm water infrastructure to ensure all aspects of the system are functioning properly.
- Concrete, plumbing and carpentry work as necessary.
- Perform street maintenance including replacement and sign repair, sweep streets as directed.
- Perform routine preventative maintenance such as lubrication, cleaning, and replacement of expendable parts and materials in compliance with applicable standards.
- Uses proper techniques for locating, marking, painting, and maintaining water hydrants, curb stops, valve boxes, water and sewer lines, crosswalks, railroad crossings, and handicap parking areas.
- Performs building and grounds maintenance on all city properties including ditches, municipal buildings, i.e. city hall, police and fire department, liquor store, public works garage, parks, well houses, water tower, and other vacant city lots; and includes mowing, tree planting, tree trimming, landscaping, seeding, weeding, fertilizing, sodding, watering and welding (wire feed, arc, torch).
- Performs and understands basic operations of the emergency trailer mounted generator, stationary generator, and trailer mounted air compressor, and accessories.
- Maintenance of ice rink and sprinkler systems.
- Performs cutting, trimming and pruning of trees and vegetation, removal of dead or diseased trees.
- Record all required reporting accurately onto charts, graphs, and maps.
- Operate vehicles requiring a valid class B Minnesota driver's license, including an airbrake endorsement.
- Attendance during regularly scheduled work hours, and the ability to be on-call for weeknights, weekends, and holidays.
- Assist with logs and reports as directed.
- Report accidents, complaints and resident concerns immediately to the Foreman or Public Services Director.
- Participates in required safety trainings.

WATER/WASTEWATER (20%)

- Perform routine preventive and corrective maintenance/repair on water and sewer lines, lift stations, storm sewers, manholes, gate valves, curb stops, water hydrants, and related equipment to prevent service interruptions.
- Perform maintenance and troubleshooting of sewer collection and water distribution systems.
- Properly and safely handles water and wastewater treatment chemicals such as chlorine, fluoride, poly, alum, and bleach in compliance with applicable OSHA and department standards.
- Uses proper techniques associated with water main flushing and sewer cleaning.
- Uses proper confined space entry procedures in assisting with the excavation and repair of the water and sewer distribution systems components.
- Maintains water and wastewater licenses and attends applicable or required trainings.
- Uses proper techniques and equipment to complete water and/or wastewater testing.
- Performs and understands basic operations of computerized control panels and related instrument equipment used in the provision of water and wastewater services.
- Performs other related duties as assigned or apparent.

EQUIPMENT USED:

Tools and equipment used includes, but not limited to: hand tools, water & wastewater equipment, lab testing equipment, mechanic tools, computers, cell phone, copy machines, calculators, fax machine, mobile radios, motor vehicles, and light to heavy equipment.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of principals, practices, and methods including tools and equipment used in maintenance.
- Knowledge, capabilities, limitations of city equipment, repair techniques, preventative maintenance, and safe use of department equipment.
- Knowledge of water and wastewater operations and ability to use applicable testing equipment.
- Knowledge of street and park maintenance and repair.
- Ability to operate equipment and tools of a public works department including plow and dump trucks, motor grader, skid-steer loader, jetter truck, roller, loader, street sweeper, lawn mowers, grinders, chain and other saws, ratchets, wrenches, drill, air tools, etc.
- Ability to respond quickly and decisively in emergency situations, during regular and after working hours.
- Ability to exert moderate to considerable physical effort to perform the position's essential duties.
- Ability to read and interpret technical manuals, read and follow instructions, maps, graphs, charts, and to have the ability to determine solutions to a variety of maintenance and repair problems.
- Ability to perform specialized tasks involving innovative and independent judgment.
- Ability to work cooperatively with all levels of city personnel and the public.
- Ability to establish and maintain effective working relationships with others.
- Ability to perform duties with tact and discretion, be detail oriented, follow through with tasks.
- Ability to perform essential functions during required hours of work safely.
- Ability to work independently and work in a team environment.
- Ability to work rotating on-call work schedule assigned by the Public Services Director.
- Ability to respond to work in the allotted time as established by policy.
- Ability to maintain a valid B Minnesota Driver's license, including an airbrake endorsement.
- Ability to perform general maintenance duties.

MINIMUM QUALIFICATIONS:

- High School degree or equivalent.
- Valid MN Driver's License
- Basic knowledge of maintenance methods and procedures on light and/or heavy-duty equipment.
- Experience plowing snow with a plow truck and/or skid steer.
- Three (3) years' experience in performing most of the essential functions of the position.

PREFERRED QUALIFICATIONS:

- Class D water and/or wastewater license.
- Valid Minnesota B Driver's License
- Pesticide Applicator's License.
- Previous experience working in municipal government.

CONDITIONS OF EMPLOYMENT:

- Valid Minnesota Driver's License, with ability to obtain Class B Driver's License with air brake endorsement within three months of start of employment.
- Valid Class D Water and Wastewater license, or ability to obtain after one year of employment.
- Must comply with organizational and department policies.
- Pass a pre-employment physical examination.
- Must represent the City in a respectful, professional manner with positive interactions with the public.
- Pass a pre-employment and/or random drug/alcohol testing.
- Must satisfactorily pass a criminal background examination.
- Must comply with organizational and departmental policies.

WORK SCHEDULE:

The typical work schedule for this position is full-time Monday-Friday, hours are subject to bargaining agreement. This position is required to be on-call for winter street maintenance and for on-call rotation.

WORK ENVIRONMENT/ PHYSICAL DEMANDS:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside, outside in confined spaces, on uneven ground and underground and be exposed to sanitary sewer, dust, dirt, fumes, gases chemicals, moving objects, heat, extreme heat, cold, extreme cold, wetness, humidity, rain and snow.

Activities that will **occur continuously**, 5-8 hours: standing, walking, bending/stooping, hearing, seeing with far vision, depth perception, accommodation, color vision, concentration, time management, seeing with near vision, lifting.

Activities that **occur frequently**, 2-5 hours: sitting, verbal communication, problem solving, handling, grasping, use of the right foot for repetitive movement.

Activities that **occur occasionally**, up to 2 hours: organizational skills, squatting, twisting, reach at shoulder level with the right, left and both shoulders at the same time, reaching below shoulder level with the right, left, and both shoulders at the same time, slippery/ uneven terrain, carrying up to 24 pounds.

Activities that **occur infrequently**, less than 1 hour: crouching, pushing, pulling, climbing heights, fine manipulating, crawling, balancing, kneeling.

This position infrequently may lift or moves up to 75 or more pounds.

This position will require the ability to drive an automobile and equipment.

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.
The City of Isanti is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Isanti.

Employee Signature

Printed Name

Date