



CITY OF COON RAPIDS POSITION DESCRIPTION		
TEMPORARY MAINTENANCE WORKER <i>Seasonal Position</i>		
Department/Division: Public Works	Supervisor: Division Supervisor(s)	Classification: Non-Exempt Salary Grade: N/A
Prepared by: Human Resources Coordinator		Date: March 2004
Approved by: City Manager		Date: March 2004

SUMMARY OF POSITION:

Works under the general guidance and direction of the Public Works Division Supervisor(s) to assist in the maintenance of City property and utilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties listed below 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 if the work is similar, related or a logical assignment to the position.

- Performs manual labor and heavy lifting under all weather conditions.
- Assists full-time employees in various maintenance and repair tasks.
- Operates various motorized and non-motorized equipment.
- Drives City vehicles to various job sites.
- Follows all safety requirements of each job task.
- Follows all work direction from full-time employees and supervisors.
- Assists with traffic control.
- Assists residents.
- Reports problems in the community, at the work site, and with concerned residents or employees.
- Cooperates with supervisors and site leaders.
- Attendance during regularly scheduled work hours and outside regular hours as necessary.
- Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers.
- Performs other related functions as apparent or delegated.

REQUIRED KNOWLEDGE AND ABILITIES:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- Ability to establish and maintain good working relationships with employees, contractors, agencies and general public.
- Ability to work independently with general guidance from the Public Works Division

Supervisor(s).

- Ability to perform duties with tact and discretion.
- Working knowledge of safety requirements for Public Works Maintenance tasks.
- Previous Public Works Maintenance experience.
- Ability to operate various Public Works Maintenance Division equipment.

MINIMUM QUALIFICATIONS:

A combination of training and experience substantially equivalent to the following: Must be eighteen years of age or older. Ability to read written and typed instructions such as operating manuals for mechanical equipment. Ability to perform basic mathematical computations, including addition, subtraction, multiplication, division, fractions, etc.

PHYSICAL DEMANDS:

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

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, feel or operate objects, tools or keyboards; speak intelligibly, hear and read.
- The employee is frequently required to stand, walk and reach with hands and arms.
- The employee must frequently move, turn, lift and carry objects weighing up to 50 pounds.
- Specific vision abilities required by this position include close vision, color vision, distance vision and depth perception.
- Must be able to operate assigned equipment.

EQUIPMENT/JOB LOCATION:

This position works outside and be exposed to inclement weather conditions, including temperature shifts and wet and/or humid conditions. This position works closely with others.

CONDITIONS OF EMPLOYMENT:

- Must comply with organizational and departmental policies.
- Must possess a valid Minnesota driver's license.

The position 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 Coon Rapids is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.