**CITY OF SILVER LAKE

POSITION DESCRIPTION (#108)**

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| **Title**: Maintenance Worker 3 | **Division:** Public Works |
| **Reports To:** Public Works Supervisor | **Department:** Public Works |

**Scope of Job**

General Statement of Duties

Similar to the Maintenance 2 position with a demonstration of a higher level of skill that provides significant savings to the city in an area of a skilled trade. Desires at least one license in water or wastewater operations applicable to the city’s systems. Performs general and skilled maintenance duties on all municipal property and infrastructure.

Supervision Received

Works under the general and technical supervision of the Public Works Supervisor. Under supervision of the Municipal Liquor Store Manager while performing work involving the Municipal Liquor Store and Silver Lake Auditorium. Should demonstrate an ability to work more independently than expected of the Maintenance 2 position. May have specific technical skills more advanced than those of the Public Works Supervisor.

Supervision Exercised

Limited.

**Duties and Responsibilities**

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

General Duties

1. Sweeps and snowplows streets, public parking lots, sidewalks and building entrances.
2. Fills potholes, repairs and maintains manholes and catch basins.
3. Mows grass on city property and performs light grounds maintenance.
4. Performs cleaning and maintenance tasks on public buildings including, but not limited to painting, minor or major repairs, floor care, carpentry, and light plumbing.
5. Performs maintenance on city equipment according to level of skill and available equipment in shop.
6. Assists with the set up and cleaning of the auditorium when directed by the Municipal Liquor Store Manager.
7. Reads water meters.
8. Secondary response as a backup to city contractor as directed by the Public Works Supervisor to emergency situations during flooding and power outage events.
9. Assists city contractor with repairs to and operation of water and sewer system as directed by the Public Works Supervisor.

Other Duties

1. Assists Public Works Supervisor with routine duties and city sponsored events.
2. Performs daily rounds when Public Works Supervisor is not available.
3. Assists persons with questions regarding municipal operations.
4. Performs other duties as assigned by the Public Works Supervisor.
5. May upon occasion be requested to construct, repair, remodel or design and build city buildings, machinery, or equipment as per the specific skill level of the individual.
6. Expected to be available if winter or summer storms predicted.

**Knowledge, Skills and Abilities**

1. Knowledge of maintenance and mechanical practices and procedures and the ability to apply them in job situations.
2. Skilled in the operation of trucks and heavy equipment.
3. Skilled in the use of various types of hand and power tools.
4. Ability to perform a wide range of physical manual labor in a safe manner.
5. Ability to work in adverse weather conditions and at irregular hours.
6. Ability to deal courteously and tactfully with the public.
7. Ability to establish and maintain effective working relationships with other employees.
8. Ability to follow written and oral directions and complete assigned tasks with limited or no supervision.
9. Ability to obtain Aquatic Facilities Operator Certification before third year of pool operations from start of employment.

**Minimum Qualifications**

1. High school graduation or GED, plus two years of related experience.
2. Previous manual and skilled trade experience or a technical certification for a skilled trade such as in construction trades or mechanics.
3. Previous experience in truck and heavy equipment operation.
4. Valid Class B Minnesota Driver’s License with air brake endorsement or ability to obtain Class B within one year of hire date.
5. Desired Class D water or wastewater license.

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| **FLSA Classification:** non-exempt | **Status:** regular, hourly position |
| **Position Evaluation Points:** 308  | **Pay Range**: Grade 14 |
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| **Revised:** November 2023 | **Council Approval:** 11/20/2023 |
| **Signature:** Diane E. Pedersen, City Clerk | **Date:** 11/21/2023 |