

# City of Landfall Village

## Job Description: Public Works Maintenance Worker

Full Time     Part Time     Exempt     Non-Exempt

**Compensation:** \$19.23-\$26.44 per hour DOE/DOQ

**Normal Work Hours:** 6.5-8 hours day / 32-40 hour week (with rotational shifts to provide coverage from 8AM – 4:30PM)

**Call Coverage:** Maintenance Employee's Rotate On-Call Duty

**Lunchtime:** Full Time Employee will take mandatory one-half (1/2) hour unpaid lunchtime (documented on the timesheet)

**Break:** A paid 15- minute paid break is mandatory for every 4 continuous hours of work

**Pay period:** Semi-Monthly      **Second Signatures on Time Sheet:** City Administrator

**Supervision:** Public Works Maintenance Superintendent

**Job Requirements:** Ability to use any equipment necessary to install, inspect and maintain the city utilities, grounds and buildings. Ability to maintain all the city equipment used in performance of this position's duties. Ability to communicate with citizens. Available to work outside normal hours as weather conditions dictate.

### SUMMARY JOB DESCRIPTION

1. Overall Maintenance of the City Infrastructure and All City Buildings and Property as directed by the Public Works Maintenance Superintendent
2. Home Tear Down / Removal From Lots
3. Communicate With Citizens
4. Deliver Paperwork as Assigned by Park Manager
5. Hazardous Waste
6. Code Enforcement Officer for the City
7. Additional Duties as Assigned by the City Administrator
8. Conformance to all City of Landfall Village Policies and Procedures, Park Rules and Ordinances

### DETAILED JOB DESCRIPTION

## 1. Overall Maintenance of the City Infrastructure and All City Buildings and Property as Directed by the City Public Works Maintenance Superintendent

- Obtain daily/weekly assignments from Public Works Maintenance Superintendent and work orders from Park Manager
- Work independently on routine maintenance
- Work on special projects that are being done in the city, as needed
- Participate in Spring and Fall clean-up as directed by the Public Works Maintenance Superintendent

### Maintenance of Public Utilities

Respond to citizen complaints on utility problems

Need to be familiar with repair of water and sewer hook-ups to manufactured homes

#### A. Water

Employee takes water readings on meters for monthly water billing per Water and Sewer Procedure (PR-8)

Flush Hydrants once a year.

Check out water leaks, as needed/daily

Check out water freeze-ups in winter

Exercise valves in street once a year by turning on and off to ensure they are working correctly

Move water and sewer on lots, as needed

Start-up and shut down automatic sprinklers

#### B. Sanitary Sewer

Clean out sewer lines from houses to main, as needed

Check out sewer problems, as needed

#### C. Storm Sewer

Inspect and maintain storm sewer system as defined in procedure.

Check 4 clean-outs, daily or as needed and especially after storms or when leaves falling

#### D. Electric

### Maintenance of Streets and Street Lights

*Note: Landfall has 2.5 miles of street and 2.65 miles of sidewalk*

Respond to citizen complaints on street problems, i.e. branches in streets, water freeze-ups, water in street etc.

Follow procedure for reporting street lights that are not functioning properly

### Maintenance of City Buildings

#### **Maintenance shop**

Maintenance shop clean up, weekly

#### **Community Center**

Set up community center for parties and events, as needed

Clean up community center, weekly/as needed. If cleaning is required after citizen use, contact City Administrator to initiate billing additional charges per community center rental agreement

Garbage pickup/ placement of container as needed per schedule

Unload and store voting machines

Clean carpet as needed.

#### **Teen Center and Bike Shop**

Maintain exterior

#### **Bus Stop**

Remove trash and wash windows as needed

Remove snow and ice as needed

JD-4 City of Landfall Village: Job Description - Maintenance Employee – 07/14/11;3/13/13;12/10/14; 10/19/16;

06/07/21; 11/23

## **Maintenance of Property**

### **Tree/brush/lawn/weeds/ maintenance**

Around city buildings, boulevards, city parks, lakeshore, retaining walls, seasonal park and citizen lawns (when in violation of city code)

Tree and brush cutting and hauling, as needed

Mow grass; weed removal - daily, weekly and as needed

Rake leaves

Trim brush behind houses

Spray streets and sidewalks as needed

### **Trash Maintenance**

Pick up garbage on streets as needed

Place dumpster out for pick-up at maintenance shop and return to normal location

### **Lot Maintenance**

Lot repair/lot leveling/yard restoration after home moved off or on, as needed

Install stinger in water riser

Replace valves in garden spigots

Check electric pedestals

Gravel behind homes at new wall

### **City Equipment Maintenance**

Maintain all city equipment, as needed

Purchase supplies as needed

### **Snow Plowing and Winter Maintenance**

Order in sand and salt as directed by City Administrator

Fill out storm reports

Sanding streets as needed

Snow removal on streets and parking areas, as needed

Blow or shovel snow from all city and residential sidewalks and put ice melt down as needed

Put on and take off snow plows, yearly

Put on and take off sander, yearly

### **Main Park / Picnic Area and Tot Lot Maintenance**

Clean up tot lot, weekly or as needed

Clean up main park / picnic area, weekly or as needed

### **Dock and Lakeshore Maintenance**

Put in and take out dock

Lakeshore area clean up, weekly

Spray weeds on lakeshore / rip rap as needed

## **2. Home Tear Down/ Removal From Lots**

Citizen owned homes moved from the city are the responsibility of the citizen

Dealer owned homes moved from the city are the responsibility of the dealer

Employee will tear down homes that the HRA owns which are being removed from the City (i.e., remove any additions, furnace, appliances, air conditioning and board up house), depending on which company is used to remove the home as directed by Park Manager and/ or HRA Executive Director, saving salvage items for auction, where possible.

## **3. Communicate with Citizens**

JD-4 City of Landfall Village: Job Description - Maintenance Employee – 07/14/11;3/13/13;12/10/14; 10/19/16; 06/07/21; 11/23

Address citizens concerns, daily  
Bring documented issues to notice of Park Management and/or City Administrator

**4. Deliver Paperwork**

As assigned on as needed basis by Park Manager / City Administrator

**5. Hazardous Waste**

Complete disposal/report as directed by City Administrator

**6. Act as Code Enforcement Officer for the City**

Employee shall be responsible for the orderly maintenance of all City-owned property. S/he shall be specifically authorized to patrol the streets of the City and is authorized to tag and/or tow any and all vehicles from City property that are improperly parked, parked in violation of the City's emergency snow policy, parked in violation of the City's street cleaning policy, or otherwise in violation of City Code as it relates to parking on City streets or other Code sections regarding vehicles. Employee is also empowered to enforce the HRA rules and issue correction notices for violations observed. Any corrective notices for violations of the Park Rules shall be communicated to the Park Office for further action. Employee may refer any illegal conduct or situation to the law enforcement agency authorized to patrol the City for further action.

**7. Additional duties as assigned by the City Administrator**

The functions and duties are intended only as an illustration of various types of work performed and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the HRA and the requirements of the position change.

**8. Conformance to all City of Landfall Village Policies and Procedures, Park Rules and Ordinances**

10-19-16 Added Direct Contact Info at Xcel for Street Light Outages.

**Activities Currently Outsourced**

<b>Electrical Work</b>	Must be done by licensed electrician
<b>Sanitary Sewer System</b>	Clean and maintain sanitary sewer system every 5 years.
<b>Water Leaks / Problems in Street</b>	Repair of water leaks / problems in the street are done by an outside company to ensure OSHA and Department of Health codes, are followed
<b>Wastewater Service</b>	Metro-Council Environmental is contracted for wastewater service for the city

JD-4 City of Landfall Village: Job Description - Maintenance Employee – 07/14/11;3/13/13;12/10/14; 10/19/16; 06/07/21; 11/23

<p><b>Fire Extinguisher Re-Charge</b></p>	<p>MN Conway re-charges the city fire extinguishers once a year (July/Aug.) City employees assist by gathering them up for re-charge</p>
<p><b>Crack Filling, Seal Coating and Mill/Overlay of Streets</b></p>	<p>Crack filling may be done by the Maintenance Dept. Outside bids taken for Seal Coating and Mill/Overlay</p>
<p><b>Repair / Replace Street Light Bulbs</b></p>	<p>Notice of outage received by the Park Manager or City staff are forwarded to the Maintenance Dept., The Maintenance staff will either call Angela Adesoro at 651 229-2255 or send an email to: <a href="mailto:Angela.m.adesoro@xcelenergy.com">Angela.m.adesoro@xcelenergy.com</a>. to report the outage. Angela will follow up with an email to let Maintenance know the light(s) has been repaired.</p>
<p><b>Move City Owned Homes</b></p>	<p>City owned homes are moved by professional movers.</p>
<p><b>Street Sweeping</b></p>	<p>This is done by outside company in spring to pick up salt and in fall to pick up leaves. Setting date and all related arrangements is done by coordination of City Administrator and Maintenance Department.</p>
<p><b>Painting</b></p>	<p>All Internal and External painting is done by outside contractor or by Maintenance as directed by City Administrator.</p>