



CITY OF
SHOREWOOD

POSITION TITLE: Light Equipment Operator
DEPARTMENT: Public Works
ACCOUNTABLE TO: Director of Public Works

OBJECTIVE AND SCOPE

Performs skilled, semi-skilled and manual labor in the maintenance of city streets, parks, storm water collection systems, beach, buildings, and related operations; and provides assistance in water and wastewater system operations and maintenance.

ESSENTIAL FUNCTIONS OF THE POSITION

A. General Duties

1. Must be able to work cooperatively with others, even during emergencies and challenging situations, maintain a positive work attitude, and not negatively impact the morale of others.
2. Must maintain an attitude of respect and professionalism at all times.
3. Performs snow removal from streets, parking lots, ice rinks, trails, and sidewalks.
4. Performs construction, installation and maintenance of irrigation systems, athletic fields, trails, etc.
5. Trims and removes trees and installs and maintains lawns including seeding and sodding, trees and shrubs, and applies herbicides as needed.
6. Attends safety meetings as required and follows necessary safety precautions.
7. Attends meetings and training as required.
8. Responds for on-call duty and emergency call-outs as required for snow removal and ice control operations, severe weather and other emergency conditions.
9. Must be available for on-call duties on a rotating basis and for work on Saturdays, Sundays and holidays.

10. Provides work direction to seasonal, part-time and other employees as necessary.

B. Street Assignment Duties

1. Maintains and repairs streets, parking lots, bridges and right-of-ways, including patching potholes, sealing cracks, grading gravel roads, laying gravel, excavating, sweeping and cleaning debris.
2. Operates various types of public works equipment including dump trucks, snow plow equipment, articulated loaders, street sweepers, lawn mowers, and other power and hand tools.
3. Installs, repairs, and/or replaces street and parks signs.
4. Maintains and repairs streets, curbs, storm sewer, and park grounds and equipment.
5. Maintains municipal buildings, streets, parks, skating rinks, parking lots, and other City owned facilities.
6. Performs routine maintenance on chain saws, pole saws and other equipment including sharpening of blades and chains, mixing of fuels, and changing filters.
7. Performs preventive and routine maintenance on City equipment and maintains records as required.
8. Floods and maintains hockey and ice rinks.

C. Park Assignment Duties

1. Maintains City ice rinks including blowing, brooming and flooding.
2. Maintains all Park buildings including cleaning and repair.
3. Maintains skate park, all athletic fields, passive and non-passive green space, and all apparatus including but not limited to fencing, retaining walls, structures and grounds.
4. Performs inspections of park equipment including playground equipment and repairs or replaces as necessary.
5. Assists in blacktopping and sweeping city streets.

D. Performs other duties as apparent or assigned.

EDUCATION and/or EXPERIENCE

High School Diploma or general education degree (GED); and a minimum of two (2) years related experience; or equivalent combination of education and experience.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, maps, as-built utility record drawings and procedure manuals.
- Ability to prepare routine reports and correspondence.
- Ability to maintain records, complete daily logs, forms, and prepare reports.
- Ability to follow written and oral instructions.
- Ability to communicate effectively with City staff, elected officials, contractors and the general public.
- Must be proficient in reading, writing and speaking English.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to operate light and heavy Department equipment.
- Knowledge of proper use of tools, equipment used in streets and parks maintenance and repair.
- Knowledge of streets and park maintenance and repair.
- Knowledge of park maintenance and repair.
- General knowledge of computer operations and software programs.
- Considerable knowledge of standard materials, equipment and safe work practices related to public works operations.
- Considerable knowledge of traffic laws, ordinances, and regulations involved in equipment operations.
- Working knowledge of public works maintenance and/or construction activities.
- Basic knowledge of carpentry, plumbing and wiring.
- Working knowledge of parks maintenance and/or construction activities.
- Knowledge of OSHA rules and regulations.
- Knowledge of the “Employee Right to Know –Material Safety Data Information”.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Minnesota Class A Commercial Drivers License with Tanker Endorsement, or become licensed within 8 months of employment with the City.

The following certifications may be required of certain employees:

Weed Inspection Certificate
Playground Inspector Certification
Tree Inspector Certification

In compliance with the American With Disabilities Act the following represents the Physical and Environmental Demands: The position requires an equal amount of time spent standing, walking, and sitting. Lifting, pushing/pulling, or carrying objects weighing up to twenty five (25) pounds is regularly required, fifty (50) pounds is frequently required, and moving over one hundred (100) pounds occasionally required. Climbing, stooping, kneeling, crouching, crawling, twisting, and bending are sometimes required. Repetitive movements of the hands are sometimes required. Audio, visual, and verbal functions are essential functions to performing this position. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee frequently works in outdoor weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, extreme heat; and vibration.