

PERSONNEL COMMITTEE

10-0603R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF MAINTENANCE WORKER.

CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the civil service classification of maintenance worker, which were approved by the civil service board on October 5, 2010, and which are filed with the city clerk as Public Document No. _____, are approved. This classification shall remain subject to the city's collective bargaining agreement with its basic unit employees and compensated at Pay Range 22.

Approved for presentation to council:



Chief Administrative Officer/
Department Director

Approved as to form:



Attorney

Approved:



Auditor

HR JA:alo 11/23/2010

STATEMENT OF PURPOSE: The maintenance worker classification has been revised to provide more flexibility in the performance of duties within the new maintenance operations division, which was created as part of the 2008 reorganization of the city structure. Specific tasks that have been added include custodial tasks and snow shoveling/sanding. There is no change in the rate of pay, which is Range 22, \$2,706 to \$3,166 per month.

MAINTENANCE WORKER

PURPOSE: Maintain City streets and properties,

FUNCTIONAL AREAS:

1. Perform various construction and maintenance tasks.
 - * A. Perform street patching.
 - * B. Perform cleaning of gutters, drains, and culverts.
 - * C. Install barricades and snowfences, mix concrete, and assist in pipe laying work.
 - * D. Perform simple and routine painting.
 - * E. Perform **snow shoveling** and sanding of sidewalks.
 - * F. Perform grass cutting and other grounds maintenance work.
 - G. Assist journeypersons.
 - * H. Load equipment and materials onto trucks.
 - * I. Operate a variety of hand and power tools.
 - * J. Occasionally operate equipment such as a 5-yard dump truck, sand truck, and flusher, requiring a Class "B" commercial driver's license.
 - * K. Maintain equipment by dispensing gas and oil and recording amounts; cleaning; changing tires; and repairing tire chains.
 - * L. Answer phone and write messages.
 - * **M. Perform custodial and janitorial work, including but not limited to, cleaning and sanitizing restrooms, floor maintenance, vacuuming and dusting, collecting trash, and making minor repairs to furniture and equipment.**

JOB REQUIREMENTS

EXPERIENCE REQUIREMENTS:

† One (1) year of verifiable experience as a construction laborer, ~~or~~ as a helper in one of the building trades, **or in custodial work**; or one year in a position with equivalent duties.

LICENSE REQUIREMENTS.

† Possession of a valid Minnesota Class "B" Commercial driver's license or privilege by the date of appointment and thereafter.

KNOWLEDGE REQUIREMENTS:

- A. Knowledge of the methods, tools, equipment, and materials used in the building trades.
- B. Basic knowledge of general safety practices and procedures.

ABILITY REQUIREMENTS:

- † A. Ability to observe safety rules and to drive in a safe and courteous manner.
- † B. Ability to identify and operate a variety of hand and power tools.
- † C. Ability to follow oral and written instructions.
- † D. Ability to establish and maintain effective working relationships with others.

‡ **PHYSICAL ABILITY REQUIREMENTS**

- † AE. Ability to work outdoors in all weather conditions.
- † BF. Ability to climb ladders and work in high places.
- † CG. Ability to work in dusty, dirty, wet and muddy conditions.
- † DH. Ability to frequently walk, stand, kneel, stoop, crouch, climb, and reach above shoulder level.
- † EI. Ability to lift and carry equipment and materials such as a jackhammer and pipe cutter weighing up to 100 pounds.

- * Essential functions of the job
- † Job requirements necessary the first day on the job

Anlst:-	Date:-
Union: Basic	Pay: 22
CSB: 19950606	Class: 4405
CC: 19950626	Res: 95-0572R

Anlst: JA	Class: 4405	Union: Basic	Pay: 22	CSB: 20101005
CC:	Res:	EEOC: Service/Maint	EEOF: St/Highways	WC: 9410