

# POSITION ANNOUNCEMENT (JOB DESCRIPTION)

## CITY OF NICOLLET

*Attn: Darin Drill, Maintenance Supervisor  
401 Pine Street PO Box 547  
NICOLLET, MN 56074  
(507) 232-3471*

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<b>POSITION TITLE:</b>	Maintenance Worker
<b>DEPARTMENT:</b>	City of Nicollet
<b>HOURS:</b>	Full-time
<b>STARTING SALARY RANGE:</b>	\$22.00 -\$28.00 depending on experience
<b>LOCATION:</b>	Nicollet, Minnesota
<b>DURATION:</b>	Permanent
<b>BENEFITS:</b>	Paid holidays, annual leave, sick leave, and PERA
<b>CLOSE DATE:</b>	Open until filled

### **GENERAL DESCRIPTION:**

The City of Nicollet is accepting applications for a Maintenance Worker. Under the supervision of the Maintenance Supervisor, the Maintenance Worker is responsible for performing work in construction, operations, maintenance, and repair of City infrastructure and facilities. Performs a variety of maintenance tasks pertaining to public works operations and services.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED (Must be at least 18 years of age)
- Must possess a valid Class A Minnesota Driver's License with air brakes (or obtain it within 60 days)
- Must possess a Class D Water & Sewer License (or obtain it within 1-2 years)
- Must possess a Class C Water License (or obtain it within 3 to 4 years)
- A valid Driver's License
- Must live within 30 - 45 minutes of the City of Nicollet shop.
- Must be able to work overtime or be on call at various hours beyond the regular work shift, which include weekends, evenings, or holidays.

### **ROLES AND RESPONSIBILITIES:**

#### **GENERAL:**

- Maintenance of public works equipment/vehicles.
- Maintenance of city streets, parks, and facilities.
- Any other task determined by the Maintenance Supervisor.

#### **WATER TREATMENT OPERATIONS:**

- Assist in flushing water mains/hydrants in spring and fall.
- Assist in the maintenance and repair of water treatment and/or water distribution system.
- Assist in reading water meters.
- Any other task determined by the Maintenance Supervisor.

#### **WASTEWATER TREATMENT OPERATIONS:**

- Assist in the yearly jetting of sewer lines and manholes.
- Assist in the maintenance and repair of the wastewater treatment and/or sewer collection system.
- Assist in lift station maintenance.
- Any other task determined by the Maintenance Supervisor.

#### **STREETS:**

- Street maintenance and repair:
  - Curb painting/repair.
  - Patching of potholes on city streets.
  - Sidewalk maintenance.
  - Storm water catch basin cleaning/repair.

- Maintenance and repair of all city facility parking lots.
- Street sign repair/replacement.
- Tree trimming.
- Storm water culverts.
- Snow and ice removal from all city streets, city facility parking lots, sidewalks, and walking trails.
- Ice control for all city streets.
- Any other task determined by the Maintenance Supervisor.

#### **CITY PARK/FACILITIES AND GROUNDS**

- The maintenance and repair of the interior/exterior of all city facilities and their grounds.
- Mowing and weed trimming.
- Any other task determined by the Maintenance Supervisor.

#### **ESSENTIAL KNOWLEDGE, SKILL, AND ABILITY:**

##### **Essential knowledge required to perform the functions of the job:**

- Operation and maintenance of power – driven equipment.
- Occupational hazards and standard safety practices.
- Proper techniques and uses of variety of hand tools and power tools.
- Pertinent federal, state, and City laws, codes, and regulations.

##### **Skill in:**

- Prioritizing work activities.
- Observation and decision-making.
- Organization and time management.
- Operating assigned equipment.
- Use of general office equipment such as computer, phone and email, printer, copier, fax, and software applications such as Microsoft Office and inventory programs.

##### **Ability to:**

- Perform a variety of skilled construction and maintenance tasks.
- Perform strenuous manual labor tasks related to assigned responsibilities.
- Safely and properly operate various tools and light equipment.
- Understand oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Maintains due regard for the safety and welfare of self and other employees.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### **OTHER REQUIREMENTS**

- Must be able to effectively operate heavy equipment such as; pick-up, tractor, dump truck, lawn mowers, wide variety of hand tools, etc.

#### **WORK ENVIRONMENT:**

Work is performed in an office building, outdoors and at various sites throughout the City of Nicollet. Work is often performed independently. Position also includes exposure to outdoor conditions during field work, such as changes in temperature and humidity.

#### **SELECTION PROCESS:**

Finalists for the interview process will be determined after initial screening and assessment of qualifications provided in the materials submitted. Applications selected for the interview process will be contacted directly by the City of Nicollet.

**Submit resume, application, and cover letter to the  
City of Nicollet**

**401 Pine Street PO Box 547, Nicollet MN 56074  
via mail, e-mail at [maintenance2nic@hickorytech.net](mailto:maintenance2nic@hickorytech.net)**

EEO (Equal Opportunity Employer) The City of Nicollet is an EEO employer. Candidates will be considered without discrimination to race, color, religion, sex, natural origin, politics, marital status, physical handicap, age or membership or non-membership in an employee organization.