

**City of Menahga
Action Memorandum 18-017**

Subject: Approve the Job Description for the New Part-time Public Works Laborer

Agenda of: March 12, 2018

Council action: Approved _____

Summary statement: The Menahga Personnel Policy requires the City Council to approve all new positions and job descriptions for that new position. The new part-time public works laborer position was approved through the 2018 budget. Action Memorandum 18-014 approves the job description.

Fiscal information:

Total amount of funds listed in this legislation: \$ 0 _____

This legislation (✓):

Has no fiscal impact Creates a positive impact in the amount of: \$ 0 _____
 Creates a negative impact in the amount of: \$ _____

Funds are (✓):

Budgeted Line items(s): _____
 Not budgeted Affected line item(s): _____



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Public Works Laborer Job Description

Job Title: Public Works Laborer **Revision Date:** February 2018
Department: Public Works **Salary Level** 5
Reports to: Public Works Director **Classifications:** FLSA Non-Exempt

Summary: Under general supervision, perform maintenance and report of the City's water and wastewater systems. This position will perform weekend checks on the water and wastewater systems. As the need arises, the position will help with campground and beach bathroom cleaning and assist with the street duties assigned by the Public Works Director. The position will also perform other duties as assigned or required.

Distinguishing Characteristics: None.

Essential Job Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Cleans and repairs lift stations; perform readings.
2. Performs water plant operations; perform water quality tests.
3. Cleaning of bathrooms at the campground and beach.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of the City's policies and procedures.
- Knowledge of public works methods and practices.
- Skill in oral communications.
- Skill in basic mathematics
- Skill in operating various equipment.
- Skill in establishing and maintaining effective working relationships with City staff and the general public.

Education, Experience, Certifications and Licenses:

High School diploma or equivalent.

Environmental Factors and Conditions/Physical Requirements:

May be required to lift and/or carry supplies, materials, equipment and/or items weighing up to 100 pounds.

Equipment and Tools Utilized:

Telephone
Laboratory equipment
General office equipment
Hand and power tools
Meters