



STAFF REPORT

DATE: 3/21/17

CONSENT

ITEM #: 7

TO: City Council

FROM: Rob Weldon, Public Works Director

AGENDA ITEM: Posting for Public Works Lead Worker

REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND: The City of Lake Elmo Public Works Department Staff consists of a Public Works Director and seven Maintenance Operators. These individuals are responsible for a wide array of long-term planning, daily operations and emergency situations related to streets, water, sanitary sewer, storm water and parks.

ISSUE BEFORE COUNCIL: Should the City Council add and authorize hiring a Public Works Lead Worker?

PROPOSAL DETAILS/ANALYSIS: By adding a Lead Worker to the Public Works Dept. the city will begin building a solid foundation for growth, structure and chain of command within its Public Works Dept. The Lead Worker will be responsible for scheduling and assigning daily tasks to public works staff, assisting with purchasing, answering and responding to phone calls and emails, working with contractors, vendors, and engineers, along with other duties as outlined in the Lead Worker Job Description. The Lead Worker will work closely with the Public Works Director in planning, budgeting and forecasting needs throughout the department and fill in for the Director at times of absence. Additionally, with the creation and fulfillment of this position the Public Works Director will have more time to dedicate to long term planning, engineering and administrative aspects related to the public works department and anticipated growth of the city.

This position is not unique to Lake Elmo. All Public Works Departments within the Twin Cities Metro area have similar structured departments to ensure a proper chain of command, span of control, intra-department fluidity, and high level of service.

The position would first be posted internally for five days to give the opportunity to current public works operators to apply. If no internal applications are received, staff would advertise the position to the public.

FISCAL IMPACT:

Staff is proposing a wage range of \$25.50 to \$30.54

OPTIONS:

- Approve posting for Public Works Lead Worker.
- Deny posting for Public Works Lead Worker.
- Table posting for Public Works Lead Worker.

RECOMMENDATION:

If removed from the consent agenda:

Motion to approve posting for Public Works Lead Worker position.

ATTACHMENTS:

- Public Works Lead Worker Job Description
- Position Posting
- Public Works Flow Chart

City of Lake Elmo

Job Title: Public Works Lead Worker(s)

Department: Public Works

Status: Full-time regular position, non-exempt

Benefits: Qualifies for full-time benefits

Reporting Relationship: Reports to Public Works Director

Supervisory Duties: This position is responsible for the overall daily direction, delegation and coordination of associated functions and tasks within the Public Works Department. This position carries out supervisory responsibilities directly related to assigned tasks and work orders in accordance with policies, procedures, and applicable laws of the City.

Position Details: This position is responsible for all Public Works activities as outlined in Public Works Operator I. In addition, the position of Lead worker will be responsible to provide work assignment and direction to both Full-time and Part-time employees and fill in for the Public Works Director in times of absence.

Street Operations:

- Operate various equipment while fulfilling street maintenance duties.
- Perform manual tasks related to repair and maintenance of City streets, such as blacktop patching, concrete patching and repair, repairing and replacing traffic signs, and painting pavement markings.
- Maintain storm sewer system, including cleaning, repairing, rebuilding, unclogging and de-icing drains and storm sewers.
- Prepare trucks and equipment needed for snow/ice removal and calculate the correct amount of material needed.

Utility Operations

- Read and record daily flow meters, fluoride usage, chlorine usage, system checks and inspections of well pump houses.
- Collect and analyze fluoride, chlorine, hardness compositions in water. Collect and maintain integrity of bacteria, lead, copper, and samples to be analyzed by the contracted lab.
- Read water meters and service accounts, including posting notices, terminating service, and performing meter maintenance and repair.
- Perform general hydrant maintenance, including flushing, repairs, painting, and lubricating caps.
- Water distribution system maintenance operations including flushing mains of sediment/air, gate valve/curb stop operations and functions.
- Read and record daily flows from lift stations. Perform daily system checks and inspections.
- Assist with maintenance to sanitary sewer system repairs, including flushing, jetting and cleaning, cleaning of lift stations, and performing minor lift station pump maintenance and inspections.
- Perform locates for all City utilities.

Maintenance and Operation of Vehicle Equipment:

- Operate pick-up truck, single axel dump truck, tractor, front end loader, bobcat, roller, compactor, back-hoe, excavator, lawn mower and other department vehicles and equipment.
- Maintain clean and safe equipment and vehicles.
- Perform light vehicle maintenance

Parks/Ground Maintenance:

- Perform assorted manual tasks as part of parks/grounds maintenance.
- Prepare wood chipper truck, chainsaw, and other equipment for trimming trees.
- Flood ice rinks.
- Perform ballfield maintenance.

Supervisory Responsibilities:

- Assists Director in developing annual, seasonal and other work schedules.
- Communicate and work with outside contractors and oversees/directs their work in conjunction with Public Works Director.
- Assists with development and hiring of Public Works staff.
- Has authority to call back employees for after hour emergencies.
- Assists Director with purchasing: calls for product info, makes product comparisons.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Position Requirements***Knowledge, Skills and Abilities:***

- Comprehensive knowledge of materials, methods and techniques used to successfully repair and maintain public streets, storm sewer system, sanitary sewer collection system, and a water supply and distribution system.
- Comprehensive knowledge of general equipment maintenance and repair techniques.
- Comprehensive knowledge of the practices, procedures, equipment, and materials used in Public Works maintenance and construction work.
- Comprehensive knowledge of safe operation, maintenance, servicing, and repair of various vehicles, and the ability to operate equipment in a skillful manner.
- General knowledge in welding and cutting equipment in a safe manner.
- General knowledge of electricity, pumps, motors and generators.
- Experience operating heavy equipment in maintenance or construction work, including underground sewer, water, and/or storm sewer utilities, streets and parks or applicable related experience.
- Ability to lead staff in all areas of public works including; prioritizing tasks, determining work methods, scheduling and using proper work methods.
- Ability to provide technical guidance to subordinates and participate in training efforts.
- Ability to read infrastructure maps and engineering record drawings for the purpose of locating and marking underground utility mains and laterals.
- Ability to understand and follow oral and written instructions.

- Ability to make sure all necessary materials and supplies are available by maintaining an inventory and ordering/purchasing needed supplies.
- Ability to communicate effectively and tactfully with the public and City staff.
- Ability to establish and maintain effective relationships with others.
- Ability to prepare and submit required reports to various agencies and other city staff.
- Ability to manage all emergencies related to Public Works.
- Ability to perform administrative duties including budget preparation, analyze operational costs, developing specifications, writing memos and maintaining department records.
- Develop and maintain relationships with vendors and contractors.
- Responds to residents' concerns/questions and handles other customer service situations as they arise/as directed.
- Attends relevant workshops, meetings and training seminars.

Education: High School Diploma or GED equivalent

Requirements: Minimum of 7 years experience in public works and meet licensing/certification requirements of Public Works Operator I. Must have Commercial Driver's License, Class A driving privileges and a good driving record. Must demonstrate proficient verbal and written communication skills. Must demonstrate equipment operator skills and knowledge of safety procedures for:

- Single Axel Dump Truck
- Skid Loader
- Front End Loader
- Tractor
- Snow/Ice Removal

Process basic computers skills, including a good knowledge of and experience using:

- E-mail and Microsoft Outlook
- Web Browsing
- Basic Computer Mapping (Google Maps, Bing)
- Adobe PDF Viewer
- Standard Office Spreadsheet or Writing Software

Licenses/Certifications: This position requires the following additional certificates/licenses:

- Class B Water Operator License
- Completion of 3 of the following 4 programs:
 - Certified Playground Inspector Certificate
 - Tree Inspector Certificate
 - Management and Supervisory Leadership Training Program
 - LTAP's Road Scholar Program
- MN APWA Chapter Public Works Certificate or ability to obtain within 2 years of appointment

Desired Qualifications: Post-secondary schooling or job relevant training.

Physical and Mental Requirements: Occasionally exertion of force in excess of 50 and/or up to 100 pounds to move objects or equipment accessories is required. Must be able to exert 20-50 pounds of force frequently to move objects. Must be able to climb ladders in excess of 120 feet and descend into and work inside confined spaces. Occasional exposure to caustic material, annoying odor, grease/grime and repetitive movement.

*** The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

Working Conditions: This position must be able to respond to afterhours emergency; physically onsite within 30 minutes. Most work is performed in a field environment involving working inside and outside of vehicles and in confined spaces however, this position may be subject to periods of time seated at a work station. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions.

*** The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*



The City of Lake Elmo offers competitive pay and benefits in addition to professional development opportunities to all employees. The city's number one value statement is to foster an environment based on trust and ethics. These philosophies and practices help the City in recruiting and retaining exceptional employees.

Accepting Applications for the Position of:

Public Works Lead

SALARY: \$25.50-30.54/hr

ANTICIPATED HIRING RANGE: \$25.50-30.54/hr

OPENING DATE: 3/22/17

CLOSING DATE: 3/28/17

POSITION TITLE: Public Works Lead
DEPARTMENT: Public Works
ACCOUNTABLE TO: Public Works Director

Primary Objective of Position

This position is responsible for all Public Works activities as outlined in Public Works Operator I. In addition, the position of Lead worker will be responsible to provide work assignment and direction to both Full-time and Part-time employees and fill in for the Public Works Director in times of absence.

Essential Functions of the Position

Street Operations:

- Operate various equipment while fulfilling street maintenance duties.
- Perform manual tasks related to repair and maintenance of City streets, such as blacktop patching, concrete patching and repair, repairing and replacing traffic signs, and painting pavement markings.
- Maintain storm sewer system, including cleaning, repairing, rebuilding, unclogging and de-icing drains and storm sewers.
- Prepare trucks and equipment needed for snow/ice removal and calculate the correct amount of material needed.

Utility Operations

- Read and record daily flow meters, fluoride usage, chlorine usage, system checks and inspections of well pump houses.

3800

- Collect and analyze fluoride, chlorine, hardness compositions in water. Collect and maintain integrity of bacteria, lead, copper, and samples to be analyzed by the contracted lab.
- Read water meters and service accounts, including posting notices, terminating service, and performing meter maintenance and repair.
- Perform general hydrant maintenance, including flushing, repairs, painting, and lubricating caps.
- Water distribution system maintenance operations including flushing mains of sediment/air, gate valve/curb stop operations and functions.
- Read and record daily flows from lift stations. Perform daily system checks and inspections.
- Assist with maintenance to sanitary sewer system repairs, including flushing, jetting and cleaning, cleaning of lift stations, and performing minor lift station pump maintenance and inspections.
- Perform locates for all City utilities.

Maintenance and Operation of Vehicle Equipment:

- Operate pick-up truck, single axel dump truck, tractor, front end loader, bobcat, roller, compactor, back-hoe, excavator, lawn mower and other department vehicles and equipment.
- Maintain clean and safe equipment and vehicles.
- Perform light vehicle maintenance

Parks/Ground Maintenance:

- Perform assorted manual tasks as part of parks/grounds maintenance.
- Prepare wood chipper truck, chainsaw, and other equipment for trimming trees.
- Flood ice rinks.
- Perform ballfield maintenance.

Supervisory Responsibilities:

- Assists Director in developing annual, seasonal and other work schedules.
- Communicate and work with outside contractors and oversees/directs their work in conjunction with Public Works Director.
- Assists with development and hiring of Public Works staff.
- Has authority to call back employees for after hour emergencies.
- Assists Director with purchasing: calls for product info, makes product comparisons.

Performance Criteria

- Comprehensive knowledge of materials, methods and techniques used to successfully repair and maintain public streets, storm sewer system, sanitary sewer collection system, and a water supply and distribution system.
- Comprehensive knowledge of general equipment maintenance and repair techniques.
- Comprehensive knowledge of the practices, procedures, equipment, and materials used in Public Works maintenance and construction work.
- Comprehensive knowledge of safe operation, maintenance, servicing, and repair of various vehicles, and the ability to operate equipment in a skillful manner.
- General knowledge in welding and cutting equipment in a safe manner.
- General knowledge of electricity, pumps, motors and generators.

- Experience operating heavy equipment in maintenance or construction work, including underground sewer, water, and/or storm sewer utilities, streets and parks or applicable related experience.
- Ability to lead staff in all areas of public works including; prioritizing tasks, determining work methods, scheduling and using proper work methods.
- Ability to provide technical guidance to subordinates and participate in training efforts.
- Ability to read infrastructure maps and engineering record drawings for the purpose of locating and marking underground utility mains and laterals.
- Ability to understand and follow oral and written instructions.
- Ability to make sure all necessary materials and supplies are available by maintaining an inventory and ordering/purchasing needed supplies.
- Ability to communicate effectively and tactfully with the public and City staff.
- Ability to establish and maintain effective relationships with others.
- Ability to prepare and submit required reports to various agencies and other city staff.
- Ability to manage all emergencies related to Public Works.
- Ability to perform administrative duties including budget preparation, analyze operational costs, developing specifications, writing memos and maintaining department records.
- Develop and maintain relationships with vendors and contractors.
- Responds to residents' concerns/questions and handles other customer service situations as they arise/as directed.
- Attends relevant workshops, meetings and training seminars.

Minimum Qualifications

High School Diploma or equivalent

Minimum of 7 years experience in public works and meet licensing/certification requirements of Public Works Operator I. Must have Commercial Driver's License, Class A driving privileges and a good driving record. Must demonstrate proficient verbal and written communication skills. Must demonstrate equipment operator skills and knowledge of safety procedures for:

- Single Axel Dump Truck
- Skid Loader
- Front End Loader
- Tractor
- Snow/Ice Removal

Process basic computers skills, including a good knowledge of and experience using:

- E-mail and Microsoft Outlook
- Web Browsing
- Basic Computer Mapping (Google Maps, Bing)
- Adobe PDF Viewer
- Standard Office Spreadsheet or Writing Software

Licenses/Certifications: This position requires the following additional certificates/licenses:

- Class B Water Operator License
- Completion of 3 of the following 4 programs:
 - Certified Playground Inspector Certificate
 - Tree Inspector Certificate
 - Management and Supervisory Leadership Training Program
 - LTAP's Road Scholar Program
- MN APWA Chapter Public Works Certificate or ability to obtain within 2 years of appointment

Desirable Qualifications

Post-secondary schooling or job relevant training.

Physical Requirements

Occasionally exertion of force in excess of 50 and/or up to 100 pounds to move objects or equipment accessories is required. Must be able to exert 20-50 pounds of force frequently to move objects. Must be able to climb ladders in excess of 120 feet and descend into and work inside confined spaces. Occasional exposure to caustic material, annoying odor, grease/grime and repetitive movement.

PLEASE APPLY BY **CLOSING DATE: 3/28/17**

SEND COVER LETTER, RESUME, LAKE ELMO APPLICATION AND REFERENCES TO:

CITY OF LAKE ELMO

ATTN: Julie Johnson, CITY CLERK

3800 LAVERNE AVENUE NORTH, LAKE ELMO, MN 55042

PLEASE VISIT OUR WEBSITE AT **WWW.LAKEELMO.ORG** FOR ADDITIONAL
INFORMATION/APPLICATION OR CONTACT US AT 651.747.3900

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER

City of Lake Elmo Public Works Department Flow Chart

