

EMPLOYEE JOB DESCRIPTION

Municipal Streets & Park Laborer

Organization Summary

Streets & Parks Division is part of the City of Osseo Public Works Department. The Streets & Parks Division maintains among other things: nineteen miles of local streets, the parking lanes of County and Federal highways running through the City, sidewalks and paths, storm water systems, Lake Martha and its dam, municipal lighting systems, parking lots, municipal buildings, parks and playground equipment, holiday decorations, and mowing of city property and right of ways. The Streets & Parks Laborer reports to the Director of Public Works. Streets and parks field operations are typically run by three full-time people, drawing on and providing assistance to other areas of municipal operations as situations require.

Purpose of the Position

This position exists to assist in all phases of street and facilities maintenance to ensure safe, steady and consistent use of streets and facilities.

Major Functions shall include, but not be limited to

- Have a valid Wisconsin driver's license and possess a Commercial Driver's License (CDL)
- Submit to periodic random drug and alcohol testing as part of the CDL requirements
- Write clearly and legibly so records can be read
- Assist in monitoring and stopping illegal dumping of garbage on City right of ways and property
- Look for possible problems with City of Osseo facilities and report them to the proper authorities
- Be capable of operating or learning to operate construction tools and equipment
- Be able to lift heavy items, fifty (50) pounds or more
- Be prepared to work in adverse weather conditions, muddy trenches, and offensive, unsanitary conditions
- Maintain and do limited repairs to equipment that is used relative to job, including motorized equipment
- Maintain and repair buildings and facilities owned by the City
- Operate dam and assist in its maintenance
- Perform plowing, sanding, salting, and snow hauling operations during cold weather months
- Be available for snow removal and other emergencies during weekends and off hours

- Shovels or operates snow blower in places where large equipment can not operate
- Assist in repairing or replacing water and sewer laterals, manholes, mains, gate valves, fire hydrants, and other water and sewer system equipment
- Assist street department in the restoration of streets and landscaping after sewer and water repairs are completed
- Notify system customers before shutting down for repairs
- Adjust gate valve boxes, manholes and fire hydrant elevations when paving or street reconstruction is being carried out
- Carry out locates, as part of the Digger's Hotline of Wisconsin process for City of Osseo, for buried water, wastewater, storm sewer, and any other below grade facilities that could be damaged by digging or excavation
- Carry out system operations and maintenance while using proper accepted safety measures
- Provide observation and inspection of public works construction
- Assist or carry out animal control operations
- Tree planting and removals

Other related functions

- Assist in preparation of swimming pool for opening
- Assist in maintaining swimming pool during season
- Assist in preparation of the swimming pool for cold weather
- Work in regular weekend rotation performing sewer, water, and street department chores and operations, and be available for emergencies
- Assist municipal water and wastewater in operations and maintenance as needed
- Read water meters as directed
- Assist in loading recycling trucks and transporting to drop sites
- Use all safety equipment and procedures required
- Maintain required shots and vaccinations for sewer department work
- Be available for emergencies that arise in the City of Osseo
- Maintain confidentiality about customer and resident information, and personal employee information
- Always use good conduct and manners and work toward good relations with the community
- Participate in safety training and follow safety rules
- Participate as a member of the municipal confined space rescue team. Includes having mandatory periodic respiratory medical examinations and training
- All other duties as assigned pertinent to proper operations and maintenance of health, welfare and safety of the City of Osseo