



## City of Cloquet Job Description

---

**POSITION:** Truck Driver/Maintenance Person  
**DEPARTMENT:** Public Works-Streets  
**REPORTS TO:** Street Department Supervisor

---

### SUMMARY

Assists in the daily operation and maintenance of the Public Works Department, including the Divisions of Street, Parks, Water and Wastewater.

### ESSENTIAL FUNCTIONS OF THE JOB

Performs routine daily maintenance activities in the Street Department including patching streets, repairing concrete curbs and sidewalks, maintenance of streetlights and signs, placement of barricades, pickup and collection of trash and litter, cleaning catch basin drains, ditches and culverts, and loading and unloading equipment and materials from trucks.

Provides routine maintenance within City parks including lawn mowing, field maintenance, play structure construction, repairs and inspection, flooding and cleaning of rinks, and any other maintenance or repair of parks and parks equipment, as necessary.

Performs routine building maintenance activities including sweeping, mopping, painting and general carpentry work.

Performs routine grounds maintenance activities including top soiling, seeding, sodding, raking, shoveling, brush removal and, cutting, trimming and maintenance of trees and shrubs.

Performs the plowing of snow from highways, streets, alleys, sidewalks and parking lots, and sands streets.

Assist with heavy equipment operating when needed

Assists with other service-related functions, including setup of voting booths, placement of street decorations and preparations for community festivals.

Acts as a backup maintenance person for the Water and Wastewater Divisions when work loads require or permit.

Responds to emergency situations such as flooding, windstorms, major accidents, snow emergencies, broken water mains, sewer backups, and other Public Works/City related problems.

Hauls sand, gravel, blacktop, demolition debris and other construction related materials using a tandem axle dump truck (up to 46,000 lb gvwt).

Transports heavy equipment to job sites with tandem axle dump truck and trailer

Performs routine vehicle maintenance such as daily truck inspections, oil changes, lubrication and other operator related maintenance.

Plows snow from highways, streets, alleys, and parking lots.

Performs multiple duties from an aerial lift truck

Performs other duties as apparent or assigned.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE**

High school diploma or general education degree (GED). Two years' experience in a construction related field as well as experience with the operation of various equipment such as dump trucks, skid steer loaders, etc.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as written correspondence, memos, safety rules, operating and maintenance instructions, and procedure manuals. Ability to verbally communicate with supervisors, co-workers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions, and decimals.

### **REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to act in a decisive manner, using good judgment. Ability to deal with problems involving several concrete variables in standardized situations. Must be able to assess problems and situations, anticipate needs and evaluate alternatives.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of methods, techniques, tools, materials and equipment used in street, parks, water and waste water construction, maintenance and repair.

Working knowledge and ability to operate a tandem axle dump truck and various other types of equipment used in heavy construction.

Basic carpentry skills.

Basic knowledge and understanding of applicable work safety standards as they relate to the position.

Knowledge of responsible salt/sand application, equipment calibration and best practices for snow and ice removal.

Basic knowledge of best practices and identification of invasive species and pests.

## **CERTIFICATES, LICENSES AND REGISTRATIONS**

Minnesota Class B Commercial Driver's License with manual transmission endorsement

Must have, or be able to obtain within six (6) months of hire, Competent Person Training Certificate in compliance with Confined space, trenching and Excavation procedures.

## **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

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

While performing the duties of this job, the employee regularly works near moving mechanical parts, traffic, heavy equipment and in outside weather conditions. The employee is frequently exposed to vibration. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.

The noise level in the work environment is usually loud.