



## City of Cloquet Job Description

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**POSITION:** Utility Maintenance Person - Temporary/Summer Seasonal  
**DEPARTMENT:** Public Works-Utilities  
**REPORTS TO:** Utility Maintenance Supervisor

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### **SUMMARY**

Performs various types of manual labor and semi-skilled repair work in the maintenance of City water, sanitary sewer and storm sewer utility systems.

### **ESSENTIAL FUNCTIONS OF THE JOB**

Performs manual work in maintenance of water, sanitary sewer and storm sewer utility systems.

Performs heavy manual work at times under adverse conditions.

Performs cleanup and maintenance of catch basins.

Replaces culverts and performs sidewalk, curb, and gutter repairs related to utility improvement projects.

Assists with sanitary sewer main and water main repairs.

Fire hydrant flushing, repair and painting.

Read water meters.

Washes and cleans equipment and vehicles.

Performs all 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 equivalent with six months to one year recent experience performing manual labor tasks in a similar working situation. Must be at least 18 years of age.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to carry out simple verbal or written instructions necessary for the performance of semi-repetitive manual tasks.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals and calculate fee rates. Ability to compute rate, ratio, and percent.

## **REASONING ABILITY**

Ability to work independently and 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. Must be able to assess problems and situations, anticipate needs and evaluate alternatives.

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

Knowledge of equipment operation and maintenance.

Knowledge of construction.

Ability to work with tools, machines, and vehicles.

Ability to read and record data, understand and follow directions and regulations.

Must be able to operate in an efficient and safe manner all equipment and vehicles required for this position and in accordance with City policy and direction.

## **CERTIFICATES, LICENSES AND REGISTRATIONS**

Valid Minnesota Class D Driver's License.

## **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; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 25 pounds, 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, peripheral vision, and depth perception.

## **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 and in outside weather conditions and is regularly exposed to fumes or airborne particles and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, extreme heat, and risk of electrical shock.

The noise level in the work environment is usually loud.