

**City of Harris**  
**Public Works Employee Position**  
**Part-Time**

**Primary Objective of Position**

This position is responsible for the safe and efficient operation of a variety of Public Works equipment used in the course of maintaining city streets, parks and other municipal facilities and properties. In addition, the employee will be responsible for snow and ice removal operations and skilled roadway maintenance work.

**Supervision**

This position reports to the City Clerk and operates under the general guidance of the City Council. This position works independently with limited supervision.

**Essential Duties and Responsibilities**

- Operates equipment engaged in the maintenance of city roads including, but not limited to, motor grader, plow truck, tractor, pick-up and riding mower.
- Maintains roadways including, but not limited to, grading, laying gravel, asphalt patching, snow and ice removal, sanding/salting, culvert cleaning/maintenance and street sign maintenance.
- Responsible for the daily inspection of equipment and performs basic preventative maintenance and repairs as needed.
- Performs a variety of manual and semi-skilled tasks related to general maintenance including, but not limited to, mowing, weed whipping, painting, weed spraying, tree trimming, brush removal, playground equipment inspection and repair and garbage pickup.
- Must have the ability to effectively and tactfully communicate and deal with the general public, even in confrontational situations, in a courteous manner.
- Perform basic carpentry, cement and building maintenance and upkeep of City buildings.
- Maintains accurate records of vehicle maintenance and tools/supply inventory.
- Maintains accurate records of culverts, gravel and other infrastructure maintenance, as well as improvement recommendations.
- Required to be available on an 'on call' basis after hours, weekends and holidays for snowplowing and storm cleanup.
- Submit monthly reports to Council, participate in budget preparation, attend training and safety seminars
- Assumes other responsibilities as assigned.

**Essential Knowledge, Skills & Abilities**

- Ability to successfully operate trucks and heavy equipment including, but not limited to, grader, dump truck, tractor, mower, snow plow, tractor and riding lawn mower.
- Ability to identify potential roadway or operation hazards and report or repair such hazards as required.
- Ability to foster a working environment that displays an attitude of professionalism, open and honest communication, honesty and ethical behavior.
- Ability to present a positive, professional image to the public.
- Ability to analyze situations and determine appropriate action.
- Ability to make minor operating adjustments and to recognize operating deficiencies of equipment.
- Ability to work in adverse and uncomfortable weather conditions.
- Ability to take and comprehend direction and work independently.
- Ability to sustain continuous physical and mental effort, including frequent bending, walking and heavy lifting.
- Ability to read, write and comprehend the English language and relate in written and oral form.
- Knowledge of the general purpose and function of the Public Works Department and its relationship to the City.
- Knowledge of the specific operations and characteristics of assigned equipment with the working hazards and applicable safety precautions associated with assigned equipment operations.

**Minimum Qualifications**

- High school diploma or equivalent
- Valid commercial Class B driver's license or the ability to obtain one within 90 days of hire.
- Experience with light machinery and tools

**Desired Qualifications**

- Mechanical ability
- Communication skills
- Experience in the operation of heavy equipment.
- Street and road maintenance experience.
- Previous Public Works experience and training.

Application forms are available on our website @[www.harrismn.com](http://www.harrismn.com)  
or from City Hall, 43970 Ginger Ave, Harris, MN 55032 - 651-674-7546

Applications will be accepted until 4:00 pm on December 13, 2018.

Send completed applications to:

City of Harris

PO Box 111

Harris, MN 55032

Or email to: [hcclerk@qwestoffice.net](mailto:hcclerk@qwestoffice.net) or fax to 651-674-2535