



The CITY OF BURNSVILLE
Invites applications for the position of:
PUBLIC WORKS TRAINEE

An Equal Opportunity Employer

OPENING DATE: April 29, 2021

CLOSING DATE: May 13, 2021

STARTING SALARY: \$23.6058/hr.

SALARY RANGE: \$23.6028/hr.-\$24.4907/hr.

DESCRIPTION:

The Public Works Trainee job classification is a limited duration full-time union benefited position for up to a maximum of two years to train and gain the skills and experience necessary to be a fully qualified maintenance worker in Burnsville or elsewhere. Under the direction of Divisional Superintendents and Crew Leads performs entry level and semi-skilled work in the operation, maintenance and repair of the City's park, utility or street systems from April – November and under the direction of the Street Superintendent and Crew Leads performs trail and sidewalk snow removal and maintenance from November-April. Responds to emergency and snow plowing call outs as needed. Each trainee position will be terminated at the end of two years if not hired into a maintenance worker position before that time.

ORGANIZATIONAL VALUES:

Our values:	Your contribution:
Collaboration: we value people and perspectives	<ul style="list-style-type: none">• Establish & maintain effective working relations with individuals and teams
Innovation: we are on the leading edge	<ul style="list-style-type: none">• Respond willingly to varied work schedules and assignments
Excellence: we expect the best	<ul style="list-style-type: none">• Willing to learn new job skills and tasks

ESSENTIAL JOB FUNCTIONS:

The most critical work to be done in the job.
<p>Parks – April - November</p> <ul style="list-style-type: none">• Turf and irrigation maintenance including park & boulevard mowing, turf renovation and irrigation startup, shutdown and repairs• Athletic field, sport court and play equipment maintenance including baseball, softball and soccer field striping and maintenance; other park amenity cleaning, inspections and maintenance.• Park facility reservation and special event setup, clean up and take down. Park garbage and recycling programs. Park building and shelter cleanup, maintenance and repairs.• Maintenance of specialty park and streetscape amenities, Water feature startup, maintenance and shut down. Planting bed and landscape maintenance. Tree trimming and chipping.

Streets - November – April

- Asphalt maintenance including patching, potholing, milling and pavement with the use of hand tools, skid loaders, rollers and trucks.
- Concrete maintenance including curb and sidewalk removal and replacement and catch basin and concrete structure patching and rebuilding.
- Storm water maintenance including general maintenance, jetter, and vector cleaning of catch basins and pipes and inspection, maintenance and monitoring of storm ponds.
- General routine maintenance of equipment used by the street's division.

Utilities – April – November

- Assists maintenance workers in sanitary sewer cleaning operations.
- Assists maintenance workers in street reconstruction and rehabilitation projects.
- Completes Gopher State One Call locate requests.
- Performs hydrant operation and maintenance tasks.

November - April

- Operates and maintains vehicles and light equipment and performs manual labor for the clearing and removal of snow from sidewalks, trails and parking areas and road right of ways.
- Perform trail, sidewalk, right of way and easement tree and brush trimming, clearing and chipping.
- Trains in heavy equipment and Commercial Motor Vehicles licensure, operation and maintenance.
- Repairs lawn and landscape damage from plowing operations.

Other

- Basic knowledge of traffic and safety laws.
- Basic knowledge of personal computers and applications.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively both orally and in writing (via email) with the public, co-workers and supervisors.
- Basic mechanical ability and aptitude.
- Performs other training and duties as apparent or assigned.

PEOPLE MANAGEMENT:

People manager of the following:

- This position may include some supervision of seasonal employees.

ENVIRONMENTAL CONDITIONS:

What is encountered while performing the essential functions of this job.

- Exposure to all kinds & types of weather conditions; all temperatures, winds and precipitation conditions
- Exposure to dirt, dust, odors, chemicals, vermin, insects, garbage, high noise levels, heavy traffic, etc.
- **This position will involve night, weekend and holiday work in service to the community.**

PHYSICAL REQUIREMENTS:

Factors affecting how essential functions are successfully performed.

- On a continuous basis must have the ability to lift and carry 75 lbs. from floor to shoulder level and 50 lbs. from shoulder to overhead and the ability to push and pull objects of 100 lbs.
- Frequently must be able to sit in vehicles and equipment, standing and walking for long periods of time on rough uneven surfaces
- Frequently must be able to grip, push/pull, bend, twist, lift and maneuver objects
- Frequently must be able to grasp and manipulate controls with fingers and coordinate hands and feet with eyesight
- Occasionally must be able to crouch, crawl, kneel, work in a confined space, climb, maneuver and/or work on ladders, stairs and platforms

MINIMUM QUALIFICATIONS:

- 18 Years of age or older
- High School Diploma or GED
- Valid Driver's License with the ability to obtain a Commercial Driver's License with appropriate training
- One year experience in construction or maintenance in a similar environment or an equivalent combination of education and experience
- Ability to lift and carry 75 lbs. from floor to shoulder level and 50 lbs. from shoulder to overhead and the ability to push and pull objects of 100 lbs.
- Must maintain 90% attendance and availability for call-back work for the duration of the appointment within applicable work rules and reasonableness

DESIRABLE QUALIFICATIONS:

- Post-Secondary education
- Previous municipal or government experience in Public Works and/or Parks
- Previous experience in snow removal
- Commercial Driver's License

EXAMINATION:

- Training and Experience Rating
- Oral Interview
- Other testing as appropriate
- Must pass a drug test, DOT Exam, and background check

APPLICATIONS MUST BE FILED ONLINE AT:

www.burnsvillemn.gov/jobs

OUR OFFICE IS LOCATED AT:
100 Civic Center Parkway
Burnsville, MN 55337
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