

City of Oronoco

Home of Downtown Oronoco Gold Rush



MEMORANDUM

TO: Honorable Mayor and Council Members
FROM: Jason Baker, City Administrator
DATE: November 17th, 2024
RE: Committee & Commission Vacancies/Expired Terms

Mayor and council members, as the city nears the end of the year, there are multiple committee and commission vacancies and expiring terms that need to be filled. Title III- Administration, of the city ordinance, states the following:

Chapter 31.01 City Boards, General Administration

*“(C) Board seats. The general public should be made aware of the availability of open seats on the advisory boards. A general notice of upcoming open seats for all advisory boards shall be posted at City Hall for at least ten calendar days during the month of October or November each year. For the purposes of this chapter, an **OPEN SEAT** shall be considered any advisory board member’s term that is ending, regardless of whether the member wishes to serve another term or not.”*

Based on this ordinance, I will spend the next week putting together a list of open seats that need filling for the coming year. I will then post publicly on the city’s website, Facebook page, and City Hall for ten days the open seats. This will take us into December, past the required November timeframe in the city ordinance. I will also update the application and make it available to anyone interested in serving on a committee.

After all applications are received, they will be presented to the city council in a special meeting for review and approval.

Respectfully,

Jason Baker

City of Oronoco

Home of Downtown Oronoco Gold Rush



MEMORANDUM

TO: Honorable Mayor, Councilors, and Staff
FROM: Jason Baker, City Administrator
DATE: November 17th, 2024
RE: Staff Member Resignation

This is to notify everyone that Administrative Assistant Mary Queensland has submitted her two-week resignation. Her last day will be November 28th, 2024. If you see her around the office, please thank her for her service to the city. We wish her well in her future endeavors.

Sincerely,

Jason Baker

City of Oronoco

Home of Downtown Oronoco Gold Rush



MEMORANDUM

TO: Honorable Mayor and Council Members
FROM: Jason Baker, City Administrator
DATE: November 17th, 2024
RE: Filling City Vacancies

As the city nears the end of the year, we find our staff with three open vacancies that need to be filled. With the departure of our Administrative Assistant and one of our Public Works Assistants, we will be operating at approximately 5/8 of our staff or 62.5% capacity. This is not good in a small city like Oronoco and will begin to affect support for the city's residents. As we have seen, even neglecting to fill one open position can have lasting impacts as we struggle to catch up with the previous year's work and move the city forward.

The city is looking to fill three budgeted positions: one part-time administrative assistant, one full-time public works assistant, and one full-time administrative position. As previously stated, this year, based on my examination of the city's needs after being hired, I believe that the full-time administrative position should be focused on finance to best support the city's needs. I attempted to hire a finance clerk in late June and early July. The city council ultimately rejected my recommendation for the hiring of this position. As we have progressed through the year, it has become evident that the city still needs an employee who will focus on finances for the city. This is why I recommend hiring a finance officer for the full-time administrative position.

A full-time finance officer working for a city government offers several benefits contributing to the city's financial health, accountability, and efficiency. These benefits include the following:

- 1- Enhanced Financial Oversight
 - a. **Budget Management:** A finance officer ensures the city's budget is planned, monitored, and executed effectively, helping to align spending with priorities.
 - b. **Fiscal Responsibility:** Regular financial monitoring minimizes risks of overspending or mismanagement of funds.
 - c. **Compliance:** Ensures the city adheres to local, state, and federal financial regulations.
- 2- Accurate and Timely Reporting
 - a. **Transparency:** Produces clear and accurate financial reports, which help build trust with citizens and stakeholders.
 - b. **Audits:** Prepares the city for smooth audits and provides the necessary compliance documentation.
 - c. **Decision Support:** Offers up-to-date financial data to inform policy-making and strategic decisions.
- 3- Risk Management
 - a. **Fraud Prevention:** Implements strong internal controls to prevent financial misconduct.
 - b. **Crisis Management:** Monitors economic trends and provides strategies to mitigate potential financial crises.
 - c. **Insurance and Liabilities:** Manages insurance policies and claims to minimize city liabilities.
- 4- Enhanced Collaboration and Communication
 - a. **Interdepartmental Support:** Coordinates with other departments to ensure financial considerations are integrated into operational decisions.

- b. **Community Engagement:** Explains financial policies and decisions to the public, enhancing transparency and trust.
- c. **Stakeholder Confidence:** Builds confidence among investors, bondholders, and the community regarding the city's financial stability.

Having a dedicated finance officer ensures a proactive approach to financial management, which is crucial for the efficient delivery of services, maintaining public trust, and achieving the city's long-term goals.

A full-time public works employee on staff provides significant advantages for a city government. These professionals handle the day-to-day maintenance and operations of essential city infrastructure and services, ensuring residents' safety, functionality, and quality of life. Benefits include the following:

- 1- Reliable Maintenance and Operations
 - a. **Infrastructure Upkeep:** Ensures timely maintenance of roads, sidewalks, parks, and public facilities to prevent deterioration.
 - b. **Utility Management:** This position assists in smoothly operating water, sewer, and stormwater systems, reducing the risk of disruptions.
 - c. **Fleet and Equipment Care:** Maintains city vehicles and equipment, ensuring they are ready for use and extending their lifespan.
- 2- Rapid Response to Issues
 - a. **Emergencies:** Provides immediate on-site support during emergencies such as water main breaks, snowstorms, or fallen trees.
 - b. **Timely Repairs:** To maintain safety, infrastructure issues like potholes, drainage problems, or broken playground equipment must be addressed quickly.
 - c. **Disaster Recovery:** Plays a crucial role in cleanup and repairs after natural disasters or severe weather events.
- 3- Consistent Community Engagement
 - a. **Resident Requests:** Respond to service requests and complaints directly, fostering trust and satisfaction among citizens.
 - b. **Public Safety:** Identifies and resolves potential hazards, such as broken streetlights or trip hazards on sidewalks.
 - c. **Local Expertise:** Develops familiarity with the community's unique infrastructure and needs, improving service quality.
- 4- Long-Term Infrastructure Protection
 - a. **Preventive Maintenance:** Conducts regular inspections and upkeep to extend the lifespan of city assets and reduce costly repairs.
 - b. **Monitoring:** Keeps an eye on infrastructure conditions, allowing for early intervention and better planning.
 - c. **Sustainability:** Implements eco-friendly practices, such as managing stormwater or maintaining green spaces, to support environmental goals.

A full-time public works employee is a valuable asset to a city government. They ensure essential services are consistently delivered and maintain the infrastructure that underpins a thriving community. Their role contributes to safety, quality of life, and cost-effective management of city resources.

A part-time administrative assistant in city government provides several advantages, especially for smaller municipalities or departments with limited budgets. While they may work fewer hours, their contributions can significantly enhance organizational efficiency and service delivery. Benefits include the following:

- 1- Cost Effective Staffing
 - a. **Budget-Friendly:** A part-time position reduces payroll expenses, including benefits and overtime costs, compared to a full-time employee.
 - b. **Flexible Resource Allocation:** The city can allocate funds to other critical areas while addressing administrative needs.
- 2- Improved Office Efficiency

- a. **Administrative Support:** This position handles clerical tasks such as filing, data entry, answering phones, and responding to emails, freeing up senior staff to focus on higher-priority responsibilities.
 - b. **Document Preparation:** This position assists in preparing reports, meeting agendas, minutes, and other essential documents, ensuring accuracy and timeliness.
 - c. **Scheduling and Coordination:** Manages calendars, schedules meetings, and coordinates events to streamline workflows.
- 3- Enhanced Public Service
- a. **Citizen Interaction:** This position acts as the first point of contact for residents, answering inquiries, directing them to the appropriate departments, and ensuring prompt responses to their needs.
 - b. **Professionalism:** Improves the city's public-facing operations, providing courteous and organized interactions with the community.
 - c. **Service Continuity:** Ensures essential administrative functions are always covered, even during staff absences.

A part-time administrative assistant offers a cost-effective solution to ensure smooth daily operations, support staff, and provide residents with quality services while maintaining flexibility to meet the city's unique needs.

I request that the city council approve the following timeline and allow me to proceed with and conduct the hiring for each position.

- 1- **Public Works Assistant**- Recommended starting salary of **\$23.50-\$26.50/hr.**
 - a. 11/19 - 12/04- Post the job description online and in the newspaper
 - b. 12/05 - 12/08- Review applicants and score each individual
 - c. 12/09 – 12/13- Conduct interviews on top 3-5 candidates
 - d. 12/17- Bring selection to council for approval and offer employment
- 2- **Administrative Assistant (PT)** - Recommended starting salary of **\$20.00-\$23.00/hr.**
 - a. 11/19 - 12/04- Post the job description online and in the newspaper
 - b. 12/05 - 12/08- Review applicants and score each individual
 - c. 12/09 – 12/13- Conduct interviews on top 3-5 candidates
 - d. 12/17- Bring selection to council for approval and offer employment
- 3- **Finance Officer**- Recommended starting salary of **\$26.50-\$29.50/hr.**
 - a. 11/19 - 12/04- Post the job description online and in the newspaper
 - b. 12/05 - 12/08- Review applicants and score each individual
 - c. 12/09 – 12/13- Conduct interviews on top 3-5 candidates
 - d. 12/17- Bring selection to council for approval and offer employment

Please see the attached job descriptions for each position for public postings.

Respectfully,

Jason Baker

City of Oronoco
Position Description

Administrative Assistant

DEPARTMENT:	City Administration
FLSA CLASSIFICATION:	Part-Time, Non-Exempt
REPORTS TO:	City Administrator
SUPERVISES:	None

DEFINITION: This position provides comprehensive administrative support to the city administration and division staff. Responsibilities include a variety of receptionist, clerical, financial, and administrative tasks to assist the city, staff, board, activity groups. This position serves as the receptionist, answering and responding to inquiries, managing phone calls and directing them to the appropriate parties, distributing incoming mail, maintaining supply inventories, and other duties as assigned. Work is performed with considerable independence under the general supervision of the City Administrator and Deputy Clerk.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

JOB DUTIES:

1. Provide administrative support through completing clerical tasks, assisting with scheduling, record keeping, and data entry.
2. Utilize customer service by communicating with the public on routine concerns including general city ordinances, zoning requirements, permit requirements and costs, and property information. Route other inquiries and concerns to appropriate individuals within the city for resolution.
3. Prepare and process various city permits
 - o Audit each permit for accuracy
 - o Input data information
 - o Contact applicants and advise them of costs
 - o Maintain complete record of permits
4. Assist with routine written communication duties such as assembling and typing reports, newsletters, statistical data and graphs as well as other materials needed for meetings; proofreading correspondence or materials; and gathering source materials.

5. Assist with appropriate data entry to various software programs and prepare various reports as requested by city staff.
 6. Provide office management by ordering supplies as needed and maintain files including contractor information, property data system records, and other miscellaneous data. Maintain and update files according to data retention policies.
 7. Collect monies and fees received from permits and utilities, and assist with bank deposits.
 8. Miscellaneous duties and responsibilities as apparent or assigned.
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KNOWLEDGE/SKILLS/ABILITIES:

1. Ability to perform multiple tasks independently with frequent interruptions.
2. Thorough knowledge of the English language; good grammar, spelling, punctuation skills and ability to proofread accurately.
3. Good organizational skills and attention to detail required.
4. Good oral and written communication skills including pleasant phone manner and ability to interact with others in a respectful manner.
5. Good mathematical and accuracy skills.
6. Proficient in use of word processing (Microsoft Word preferred) and good working knowledge of Access, Excel, PowerPoint, Publisher, Outlook and other applicable programs.

PHYSICAL REQUIREMENTS and WORKING CONDITIONS:

1. This work requires the occasional exertion of up to 25 pounds of force;
 2. Work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires pushing or pulling and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and reaching with hands and arms;
 3. Work has standard vision requirements;
 4. Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
 5. Hearing is required to perceive information at normal spoken word levels;
 6. Work requires preparing and analyzing written or computer data and observing general surroundings and activities;
 7. Work is generally in a moderately noisy location (e.g. business office, light traffic).
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MINIMUM QUALIFICATIONS:

1. Associate degree in administrative assistant or related field.
2. Two to three years administrative support experience; or equivalent training and experience.

PREFERRED QUALIFICATIONS:

1. Demonstrated experience providing support to a department.
2. Experience working for a municipal government, preferably in building inspections
3. Knowledge of property data systems and permits and inspections management systems.
4. Knowledge of BS&A permit system.

WORK SCHEDULE:

The typical work hours for this position are 11:00 a.m. to 4:00 p.m., Monday-Thursday and 7:00 a.m. to 11:00 a.m. on Friday. Additional hours may be required for attendance at City Council meetings and other meetings as necessary.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Oronoco.

Employee Signature

Printed Name

Date

City of Oronoco
Position Description

Finance Officer

DEPARTMENT:	Finance and Administration
FLSA CLASSIFICATION:	Full-Time, non-Exempt
REPORTS TO:	City Administrator
SUPERVISES:	None

DEFINITION: Performs administrative and accounting duties related to the management of finances and accounting according to GAAP & GASB. Duties include, but are not limited to, management of all accounting functions, payroll, and accounts payable. Responsible for utility billing functions of the city including billing, collections, shutoff notifications, and maintenance of resident's accounts. Work is performed with considerable independence under the general supervision of the City Administrator and the Deputy Clerk.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS:

1. Prepares mandated State, Federal and other financial reports including sales and use tax reports.
2. Monitors and ensures compliance with all state and federal regulations governing utility billing and interpreting City ordinances, policies, and Minnesota Statutes as related to utility services.
3. Generates all monthly utility billings and review for completeness and accuracy; including residential, commercial, industrial, irrigation, seasonal heat, final bills, past due notices, disconnect notices and budget billings; re-calculates billings which have been issued in error and adjusts as necessary.
4. Prepares financial records for annual audit and coordinates annual audit with auditors. Files annual reports with Office of State Auditor.
5. Maintains the General Ledger Accounting System.
6. Writes and prepares Management Discussion & Analysis (MD&A) and audit/financial reports in conjunction with auditors.
7. Prepares and maintains general and enterprise fixed asset accounting records including depreciation.

8. Data entry – codes, posts and reconciles Fund Balance accounts payable, cash receipts, general ledger and payroll modules.
 9. Assists with preparation of such items as the City insurance application and annual budget; prepares or assists with preparation of other reports such as Tax Increment Financing, grants, etc.
 10. Maintains financial software.
 11. Provides research and assistance to Administrator, City Council, and EDA.
 12. Prepares financial reports for Council packet; attends Council, Staff, Committee & Commission meetings as requested.
 13. Complies with health and safety policies and continuing education for accounting practices according to GAAP and GASB.
 14. Receives telephone calls and assists walk-in individuals concerning utility billing and other City matters.
 15. Aids in the preparation of monthly and annual reporting, including financial and statistical data.
 16. Works with the City Administrator to prepare and update Capital Improvement Plan.
 17. Works with the City Administrator to Support Economic Development Authority (EDA)/Economic Development Activities.
 18. Other clerical, financial, and organizational duties as may be assigned.
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REQUIRED KNOWLEDGE AND ABILITIES:

1. Possess excellent written and oral communication and interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work.
2. Strong knowledge of Microsoft Excel formulas.
3. Knowledge of General Ledger structure.
4. Knowledge and ability to maintain records and files.
5. Knowledge of computers and computer software that includes Financial Software Applications (BS&A), Microsoft Office Applications, and other software applications used in municipal government.
6. Thorough knowledge of principles and practices governing all aspects of public finance and governmental accounting. Including data privacy requirements, laws, and rules as it pertains to job assignments.
7. Thorough knowledge of Governmental Accounting Standard Board (GASB) statements and financial reporting requirements.
8. Ability to provide excellent customer service.
9. Ability to assign, delegate, monitor work, and supervise staff.
10. Ability to maintain confidentiality.
11. Excellent typing skills and 10-key ability.
12. Effective problem solving and analytical skills.

PHYSICAL REQUIREMENTS and WORKING CONDITIONS:

1. This work requires the occasional exertion of up to 25 pounds of force;
2. Work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires pushing or pulling and occasionally requires

- standing, walking, stooping, kneeling, crouching or crawling and reaching with hands and arms;
3. Work has standard vision requirements;
 4. Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
 5. Hearing is required to perceive information at normal spoken word levels;
 6. Work requires preparing and analyzing written or computer data and observing general surroundings and activities;
 7. Work is generally in a moderately noisy location (e.g. business office, light traffic).
-

MINIMUM QUALIFICATIONS:

1. Associate degree in accounting or related field. Three years of experience in government finance may substitute for degree.
2. Two years of experience in the accounting field.
3. Experience in an office setting and providing customer service.

PREFERRED QUALIFICATIONS:

1. Experience in municipal government, preferably working with utilities.
 2. Experience with various software computer programs, including utility billing software.
 3. Experience preparing or auditing comprehensive financial reports.
 4. Experience in budget preparation and capital planning.
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WORK SCHEDULE:

The typical work hours for this position are 7:00 a.m. to 4:00 p.m., Monday-Thursday and 7:00 a.m. to 11:00 a.m. on Friday. Additional hours may be required for attendance at City Council meetings and other meetings as necessary.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Oronoco.

Employee Signature

Printed Name

Date

City of Oronoco
Position Description

Public Works Assistant

DEPARTMENT:	Public Works
FLSA CLASSIFICATION:	Full-Time, non-Exempt
REPORTS TO:	Public Works Director
SUPERVISES:	None

DEFINITION: This position is responsible for maintenance and repair work involving parks, streets, water, sewer, and other public works activities. Work involves being responsible for the safe and efficient operation of varied equipment and vehicles used in the public works maintenance department and other duties as assigned. Work is performed with considerable independence under the general supervision of the Director of Public Works.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

JOB DUTIES:

Street/Forestry Maintenance:

1. Installs, repairs and maintains streets, parking lots and sidewalks using heavy and light equipment and hand tools.
2. Prepares site, grades, places and compacts fill and base materials and bituminous service materials.
3. Performs snow/ice removal from parking lots, sidewalks, and trails using heavy and light equipment
4. Performs general tree maintenance such as planting, trimming, stump removal, and removal of diseased trees on public property
5. Installs, repairs and maintains traffic signs, signals and streetlights.
6. Installation of traffic pavement markings including crosswalk, parking lot, and traffic lane striping.
7. Places, pours and finishes concrete service materials.
8. Conduct chemical tree injections and document work performed
9. Work cooperatively and respectfully with other departments and public as needed to complete assigned tasks.
10. Assist staff with tree, plant, and insect identification
11. Assists in vehicle and equipment maintenance.

12. Purchase routine equipment and supplies and obtain proper approval for purchases
13. Performs other duties as assigned.

Park Maintenance:

1. Performs grounds, turf maintenance, and planting bed maintenance, lays sod, seeds, fertilizes, mows, aerates City property.
2. Constructs, floods, shovels snow, sweeps and maintains skating rinks and cares for warming houses.
3. Lays out, constructs, maintains and stripes athletic fields and courts.
4. Maintains recreational buildings using general carpentry and janitorial skills.
5. Performs manual labor as required, for example, installing, removing and repairing fencing, moving picnic tables, bleachers, dump barrels and light poles.
6. Installs, inspects and maintains playground equipment and irrigation systems.
7. Assists in mixing and applying chemicals and other agents for proper care of vegetation, in accordance with State regulations.
8. Assists in vehicle and equipment maintenance.
9. Performs public contact work relating to complaints.
10. Performs other duties as assigned.

Utilities:

1. Assist in the excavation, repair or replacement of water and sewer mains, and respond to water and sewer breaks or complaints during and after normal business hours. Perform inspection and repair to a wide variety of valves and curb stops.
2. Maintain and repair fire hydrants including winterizing, flushing, replacing, repairing, cleaning and painting.
3. Perform general maintenance, troubleshooting and repair on wells including pumps, motors and control panels.
4. Install water meters on new/existing structures; clean and repair water meters including replacing parts; perform water meter reading.
5. Maintain daily records of distribution system and collection systems. Perform water, sewer, and storm water connection and disconnection inspections. Drawing and recording to ensure contractors perform all work in compliance with City ordinances and codes.
6. Inspect, troubleshoot, maintain and monitor sanitary/storm lift stations for proper operation of controls, motors, and pumps; clean lift stations including entering confined spaces such as wet wells and manholes; inspect, clean and change oil on motors; maintain control panels and valves; perform record keeping for equipment including repair to ensure proper operation.
7. Operate lift stations under emergency conditions during inclement weather. Hook up emergency power equipment for facilities during storm events.
8. Inspect, repair, replace and occasionally install sewer lines; use jetter to clean the lines annually. Operate vacuum equipment to perform additional cleaning of sewer system. Perform manhole structure maintenance/rebuilding.
9. Operate sanitary sewer televising equipment and its computer software.
10. Perform general maintenance to towers, well houses, buildings, including inspecting paint, painting and changing light bulbs, and all general house cleaning duties.
11. Perform air tests on sewer and water lines; respond to sewer backup complaints during and after regular work-day hours.

12. Respond to billing complaints, high usage complaints and operational questions from consumers or refer to appropriate person. Frequent customer contact including the entering of public and private places routinely.
 13. Operate and maintain department vehicles and equipment including; pick-ups, backhoe, skid steer, front end loader, jackhammer, air compressor, etc. and all other equipment as required.
 14. Purchase routine equipment and supplies. Obtain appropriate approvals for routine and non-routine items.
 15. Perform Gopher State One Call locate requests.
 16. Performs other duties as assigned.
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COMPETENCIES:

1. Demonstrates working knowledge of general building and grounds construction and maintenance work, tools, and equipment
 2. Demonstrates knowledge of types and methods of planting and maintaining trees and ornamental plantings
 3. Demonstrates knowledge of the repair and maintenance requirements of the water distribution, wastewater and storm water collection systems.
 4. Demonstrates knowledge of traffic laws as applied to safely operating department vehicles and equipment.
 5. Demonstrates an ability to perform building maintenance including painting and basic carpentry, plumbing; maintain lawns and grounds including mowing and trimming.
 6. Demonstrates an ability to communicate effectively by telephone, or in-person with other City employees, and the general public.
 7. Demonstrates an ability to write simple correspondence with the ability to effectively present information to supervisors, subordinates, government agencies, contractors, and the general public.
 8. Demonstrates an ability to operate heavy and light equipment and hand tools.
 9. Demonstrates an ability to recognize and use proper safety equipment when performing maintenance duties.
 10. Demonstrates an ability to maintain effective working relationships at all levels of the organization.
 11. Demonstrates an ability to work independently with minimal supervision.
 12. Demonstrates an ability to perform mathematical calculations.
 13. Demonstrates an ability to attend work punctually and regularly.
 14. Demonstrates an ability to perform and assist other City departments with operations and duties as required.
 15. Demonstrates an ability to understand and respect the diversity of customers and co-workers, effectively communicating with individuals whose first language may be one other than English
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PHYSICAL DEMANDS:

The physical demands that are described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

1. Ability to work outside year round and during extreme weather conditions.
 2. Ability to perform physical labor requiring continual and repetitive use of large motor skills to stand, walk, sit, bend, stoop, crawl, crouch, push and pull, twist and turn, and conditional and repetitive use of fine motor skills and manual dexterity.
 3. Ability to operate heavy and light equipment to remove snow. Ability to see and use depth perception when plowing streets and have good night vision when plowing or sweeping at night or other non-daylight hours.
 4. Ability to hear, see, taste, touch, and smell. Specific vision abilities required of this position include close vision, distant vision, peripheral vision, depth perception, ability to distinguish colors and different shades of color.
 5. Ability to frequently bend, lift and, carry objects weighing up to 75 pounds, occasionally lift objects over 100 pounds when lifting motors or pumps, and to wear and use all safety equipment.
 6. Ability to use personal protective equipment to safely work with and around hazardous chemicals, strong fumes, electric shock and infectious disease.
 7. Ability to work around noise and vibration generated from equipment and machinery.
-

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts. The employee occasionally works in high precarious places and confined spaces. The employee is occasionally exposed to extreme hot and cold as well as other types of inclement weather conditions, fumes or airborne particles, and work with exposure to loud noises from operating equipment. The employee will be required to wear personal protective equipment under appropriate circumstances.

MINIMUM QUALIFICATIONS:

1. Successful candidates must have a High School Diploma or General Education Development Certificate (GED).
2. Must possess a valid Class D driver's license or equivalent.
3. Must meet Federal DOT regulations and have a satisfactory driving record.
4. Possession of MN Pesticides Applicator's license or ability to obtain within one year.
5. MN Department of Health Class D Water Operator license or ability to obtain within one year.
6. Department of Labor and Industry Special Engineer Boiler license or ability to obtain within one year.

PREFERRED QUALIFICATIONS:

1. Graduation from relevant vocational/technical training helpful.
2. At least two years of recent year-round experience in maintenance of ornamental/native planting areas.

3. Experience in the operation of heavy and light equipment, snowplowing, concrete maintenance/repair
 4. Possession of valid Class A or B Drivers' License
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WORK SCHEDULE:

The typical work hours for this position are 7:00 a.m. to 4:00 p.m., Monday-Thursday and 7:00 a.m. to 11:00 a.m. on Friday. Additional hours may be required for attendance at City Council meetings and other meetings as necessary. Must be available to work rotating on-call as needed.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Oronoco.

Employee Signature	Printed Name	Date
