

Mission Township Job Description



Position: Maintenance Worker	Department: Administration
Reports To:	Supervisory Role <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date Approved by Town Board:	Status <input type="checkbox"/> FT <input checked="" type="checkbox"/> PT <input type="checkbox"/> Seasonal

Minimum Qualifications:

1. CDL Class B license with demonstrated ability to operate commercial vehicles under various weather conditions, making multiple, complex, and rapid adjustments.
2. Flexible schedule that can accommodate extended hours, weekends, and holidays. This includes availability on two-hour notice during the winter plowing season.

Desired Qualifications:

1. Experience operating commercial vehicles/plow truck with training in operating plow equipment on public roads.
2. Relevant experience in maintaining buildings, equipment and grounds.

Essential Position Duties:

1. Winter Plowing. Plow town roads full width and sand as needed following the town's snow and ice control policy, initiating plowing within two hours following a plowable snow event, or as soon as weather permits, including procuring salt/sand mix and fuel from Crow Wing County when needed.
2. Mission Park Maintenance. Provide regular maintenance for the Mission Town Park including mowing, maintenance of courts, restrooms, trails and equipment and winter snow removal of trails. Provide for seasonal start-up and close of the park. Monitor pavilion reservations and provide set-up/clean-up as required.
3. Town Hall Site. Provide regular maintenance of the town hall site, which includes the town hall, fire hall, and maintenance building. Activities include general maintenance of spaces, restrooms and equipment, washing of the maintenance building floor after plow events, mowing and plowing, and general upkeep of the site.
4. General Road Maintenance. Responsible for miscellaneous road maintenance activities such as small pothole filling, ROW tree clean-up, occasional sign maintenance, and other activities as assigned.
5. Mowing & Plowing. Provide for regular mowing and tree clearing of the cemetery and transfer station, and winter plowing of the cemetery.
6. Such other duties as may be reasonable assigned by the supervisor or town board.

Other Requirements:

1. The employee is frequently required to use fine motor coordination and manual dexterity to clean, adjust and repair and large motor skills to clean and maintain equipment and facilities.
2. The employee is required to regularly lift and/or move equipment, supplies and tools weighing up to 75 pounds.

This position description does not constitute an employment agreement between the town and the employee and is subject to change by the town. All employees must comply with applicable state and federal laws and regulations, as well as town and department policies.