



EAGAN

Maintenance Trainee

Pay: \$26.92 - \$28.34 per hour, DOQ
Full-Time, Non-Exempt, Benefit Eligible

Join #TeamEagan!

The Maintenance Trainee is a limited duration, full-time union, benefited eligible 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 Eagan. This position performs entry-level and semi-skilled work in the operation, maintenance and repair of the city's park, utility or street systems, performs trail and sidewalk snow removal, and responds to emergency and snow plowing callouts as needed. Each trainee position will be terminated at the end of two years. Trainees may have an opportunity to be hired into a maintenance worker position before that time.

This is a great opportunity to gain skills and experience in the parks, utilities, and street maintenance fields!

Application Deadline:

ESSENTIAL POSITION FUNCTIONS:

Parks

- Maintains outdoor hockey and pleasure skating rinks and winter facilities
- Assist in the construction of parks improvements
- Perform ongoing routine parks maintenance activities
- Perform turf maintenance tasks
- Conduct preventative maintenance and performs repair work on park equipment vehicles and other small equipment
- Assist in the preparation of park facilities for scheduled recreation activities and special events
- Assist in the installation of trees, shrubs, perennials, annuals, and native grasses
- Provide a high level of continual maintenance for planting beds and garden areas
- Constructs and installs park hardscape features
- Assist in the removal of potentially hazardous, diseased or dead trees from public parks, open spaces and other public properties.
- Assist with park trail clearing activities
- Assist in maintaining the city's computerized tree/landscape inventory management system
- Assist with wildlife, prairie, and/or aquatic resources management projects and programs

Streets

- Perform repairs to asphalt and gravel road surfaces using specialized equipment
- Load and haul material for street maintenance and repair
- Perform concrete curb and sidewalk repair and replacement
- Perform street, boulevard, ditch, and right-of-way cleaning
- Perform rough-cut mowing and tree trimming/removal

- Perform snow and ice removal
- Perform minor vehicle, building, and grounds maintenance and participate in building constructions/refurbishment as assigned
- Install, maintain, and replace street identification, traffic control signs, and pavement markings while maintaining and organizing records
- Understand and actively participate in work zone safety procedures and operations
- General shop and building cleanup and minor repair
- Vehicle, equipment, and parts pickup and delivery

Utilities

- Assist treatment plant operators in daily activities
- Clean and maintain pump houses, treatment plants, and booster stations
- Perform catch basin/storm sewer inlet and outlet maintenance
- Maintain landscape around lift stations and other buildings
- Assist Utility staff in the inspection, operation, and maintenance of the City's utility infrastructure
- Water Distribution – curb stops, mains, valves, hydrant, meters, etc.
- Sanitary Collection – sewers, lift stations, etc.
- Storm Conveyance – sewers, lift stations, pond inlet/outlets, etc.
- Enter, review, and maintain inspection, maintenance, and repair records of City infrastructure. Update and record as built and location plan information
- Assist in the location of City infrastructure under the Gopher State One Call system
- Leverage and utilize technology daily to gather and record information/data

Other

- Assist other city staff as assigned
- Performs other training and duties as apparent or assigned

WHAT DO I NEED TO APPLY FOR THIS POSITION?

- 18 Years of age or older
- High School Diploma or equivalent (G.E.D.)
- A valid Driver's License with the ability to obtain a Commercial Driver's License with provided training

YOU MIGHT BE A GREAT FIT IF YOU ALSO HAVE:

- Experience in construction, maintenance, landscape, snow removal or other related tasks
- Commercial Driver's License
- Fluency in a non-English language

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledgeable of:

- Basic of traffic and safety laws
- Basic smart phone and personal computer operation including software applications

Skilled in:

- Oral and written communications
- Creating and maintaining effective working relationships

- Use of basic hand and power tools
- Basic mechanical ability and aptitude

Ability to:

- Follow oral or written instructions
- Communicate effectively both orally and in writing (via email) with co-workers, supervisors, and the public
- Work in all weather conditions
- Safely operate the tools and equipment required to complete assigned tasks
- Perform strenuous physical labor and heavy manual tasks when required, including lifting up to 70 pounds

WORKING CONDITIONS:

The working environment is 100% in the field. The employee will be required to do sustained physical work in all weather conditions.

WORK HOURS:

Normal hours of work are Monday-Friday, 7:00am – 3:30pm, 40 hours per week except holidays. The employee shall be available for extended workdays and callbacks which may include weekends and holidays. Compensation for hours worked in excess of the 40-hour work week is applicable.