

Public Works Maintenance Step System – Street



Employee Name: _____ Start Date: _____

Public Works Divisions

The City of Golden Valley currently operates with four divisions: Street Maintenance, Utilities Maintenance, Park Maintenance, and Vehicle Maintenance. Though individuals are assigned to a particular division, there are many opportunities for cross-training, and employees are expected to have a fundamental understanding of the operations within each division. Throughout this document each division has been assigned a color code, and items pertaining directly to that division will be represented in that color.

*This document lists the minimum step requirements for the Utilities division. For information on requirements for other divisions, please refer to the “master” document, or contact your supervisor.

Current Steps

Currently the City Public Works Maintenance positions have Steps 1 through 4, followed by Step C, Step B, and Step A. Employees start at the step commensurate with his/her experience and certifications according to the details listed in this document.

Step Increases

New employees are typically eligible for a step increase review after successful completion of his/her 12 month probation. All Public Works Maintenance Workers will take part in an annual performance review process. The performance review, in part, may determine a step increase in the employee’s compensation. Employees whose performance does not meet expectations, or who have not completed the required trainings and certifications may be ineligible for a step increase, and in some cases may revert to a previous step.

The minimum requirements for each level are progressive, and build upon the previous level(s). Advancement to C, B, and A pay also includes specific equipment operations, training and education, and special skills requirements.

Furthermore, at every step, Maintenance Workers are required to consistently:

1. Maintain good work habits, safe work practices, and a safe driving record.
2. Maintain a positive attitude and work cooperatively and effectively with peers, supervisors and the public.
3. Demonstrate knowledge of the City policies and apply policies to service delivery.

Procedural Outline of the Evaluation Process

1. Public Works supervisors use department provided evaluation forms to evaluate the employees in their division.
2. During the performance evaluation, the supervisors’ completed evaluation is discussed to arrive at the proper decision regarding the employee’s level assignment.
3. Level adjustments will be reviewed and considered on an annual basis.

Public Works Maintenance
STEP SYSTEM PROGRAM – STREET DIVISION

Step 1 Minimum Requirements

- High school diploma, GED or equivalent.
- Able to meet the physical demands of the job. The physical demands are identified in the approved job description for Public Works Maintenance Worker.
- Successful completion of City's physical examination and pre-employment drug testing.
- Ability to read, understand, and follow written and oral instructions.
- Ability to write summary of work completed.
- Able to perform job responsibilities in climatic extremes.
- Able to obtain a commercial driver's license, including tanker and air brake endorsement, within six months of employment.
- Participate in training scheduled by the department or division.
- Ability to respond to after-hours calls and emergencies, including performing stand-by duties at least one week per calendar year.

Step 2 Minimum Requirements

- Meet or exceed all the minimum requirements of Step 1.
- Perform routine repair and maintenance tasks in one or more of the following divisions: Streets, Parks, Utilities or Vehicle Maintenance.
- Demonstrated knowledge of location of streets, sanitary sewer lift stations, storm sewer lift stations, parks and city buildings.
- Perform preventative maintenance and safety checks on assigned equipment.

Step 3 Minimum Requirements

- Meet or exceed all the minimum requirements of Steps 1 and 2.
 - Successful completion of two years of service, or relevant experience.
 - Understand all routine division responsibilities, requiring only minimum instruction to efficiently perform all phases of these tasks.
 - Work with a minimum amount of on-site supervision.
 - Contribute constructive input and feedback concerning daily operations.
 - Respond appropriately to questions from the public.
 - Display broad understanding of division vehicles and equipment, and needs minimal instruction.
 - Demonstrate skill in operating and performing basic maintenance and care.
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Public Works Maintenance
STEP SYSTEM PROGRAM – STREET DIVISION

Step 4 Minimum Requirements

- Meet or exceed all the minimum requirements of Steps 1, 2 and 3.
- Successful completion of three years of service, or relevant experience.
- Demonstrate ability to solve minor problems without direction.
- Demonstrate ability to assess normal conditions from abnormal conditions, and how to respond appropriately.
- Understand all vehicles and equipment, and operate/handles equipment effectively within assigned division with minimal instruction.
- Display understanding of vehicles and equipment and their uses throughout other Public Works divisions.
- Understand and routinely perform daily maintenance and care procedures for equipment.
- Understand the maintenance responsibilities of all Public Works divisions and has completed training in three divisions (listed below) demonstrating an understanding of procedures of each division.

Street Maintenance

Excavation road repair
(ground person)

Hauling asphalt mix

Sweeping operations

Loading trucks

Forestry operations

Concrete maintenance and
repair

Traffic sign maintenance and
repair

Utilities Maintenance

Sewer cleaning with both the Jet
and Vactor

Water main break repair

Check and inspect lift stations,
pump house and Wisconsin gate

Locate utilities, learn how to read
city maps and as-builts

Hydrant flushing and repairs

Meter installation and repairs

Exercise and operate gate valves
and curb stops

Take water samples

Park Maintenance

Athletic field maintenance (set up
and painting)

Winter rink maintenance
(flooding, sweeping, and scraping)

Ballfield infield maintenance (ball
diamond dragging, identify base
pegs, etc.)

Turf irrigation maintenance and
repair (spring start-up and
winterizing)

Turf maintenance (mowing with
Toro 5910)

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Step C Minimum Requirements

- Meet or exceed all the minimum requirements of Steps 1, 2, 3, and 4
- Complete FEMA ICS-100 training
- Complete FEMA ICS-200 training
- Complete LTAP Work Zone Safety, Temporary Traffic Control, and Flagging Workshop

Division Specific:

- Obtain a Class A driver's license with air brake and tanker endorsements

Step C – Equipment Operation

Perform proficiently and maintain 5 of the 14 pieces of equipment listed below:

- Loader with Attachments
 - Skid Steer with Attachments
 - Trackless with Attachments
 - Tool Cat with Attachments
 - Backhoe
 - Excavator
 - Mini-Excavator
 - Dump Truck with Plow Equipment
 - Bucket Truck
 - Self-Propelled Paver
 - Oil Distributor
 - Sweeper
 - Asphalt Roller
 - Water Truck
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Public Works Maintenance
STEP SYSTEM PROGRAM – STREET DIVISION

Step C – Training and Education

Within three years complete 16 hours of professional development training during established working hours from the list below (1 day = 6 hours, 2 day = 12 hours, 3 day = 16 hours).

Approved Trainings and Workshops

- Work Zone Traffic Signage
- LTAP Training and Workshops
 - Work Zone Safety & Traffic Control Workshops
 - Snow & Ice Control Workshops
 - Truck Weight and Load Securement Workshops
 - Road Scholar Training & Workshops
 - Traffic Sign Workshops
 - Bike & Pedestrian Toolbox Training
 - Fall Expo
 - Spring Workshop
- MNDOT Training and Workshops
 - Snow & Ice Control Workshops
 - Truck Weight and Load Securement Workshops
- Confined Space Training
- Minnesota Safety Council Workshops/
Training
- CTAP Training and Workshops
 - Snow & Ice Control Workshops
 - Work Zone Traffic Control and Flagger
- MPCA Smart Salting Level 1
- MPCA Smart Salting Level 2
- Warning Lights Traffic Control Class
- MSSA Workshops
- ACI Concrete Flatwork Finisher/Technician
- FEMA ICS-300
- FEMA ICS-700
- FEMA ICS-800
- Lifting and Rigging Training
- Line Tracing / Locating School
- APWA/AWWA Hamline Utility Management Institute
- Manufacturer Equipment Training
- Other:

Approved Conferences

- Minnesota Safety Council
- Asphalt Conference
- Concrete Conference
- Other:

Approved Certificates and Licenses

- MNDOT Concrete Field 1
- MNDOT Concrete Field 2
- MNDOT Grading and Base 1
- MNDOT Grading and Base 2
- MNDOT Bituminous Street 1
- MNDOT Bituminous Street 2
- MNDOT Traffic Control Overview
- Road Scholar Program
- Other:

Approved Coursework

- Public Works Certificate at North Hennepin Community College
 - Other:
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Public Works Maintenance
STEP SYSTEM PROGRAM – STREET DIVISION

Step C – Special Skills

Proficiently perform 2 of the 6 sections listed below:

1. Asphalt:
 - Remove existing pavement with proper equipment
 - Correct and prepare sub-base
 - Pave to provide smooth patches and transitions
 - Rake to provide smooth patches and transitions
 - Roll to provide smooth patches and transitions to proper densities with no lines
 2. Concrete:
 - Layout and order materials and supplies
 - Frame to meet existing requirements
 - Hand form with proper tools
 - Finish with proper tools
 3. Sign and Traffic:
 - Understand the M.U.T.C.D.
 - Deploy emergency signage and traffic control
 - Keep appropriate records for liability protection
 4. Snow & Ice Control:
 - Operate and maintain Brine Boss System and distribution equipment
 - Calibrate truck controllers
 - Diagnose and repair controller error codes
 5. Field/Shop Maintenance:
 - Advance welding/metal fabrication
 - Carpentry/wood working skills
 - Small engine repair
 - Miscellaneous shop skills
 6. Computer:
 - Log into SCADA and acknowledge alarms
 - Look up as-builts and locate utilities
 - Look up locates and respond to Gopher State One calls
 - Enter data into Asset Management Software
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Public Works Maintenance
STEP SYSTEM PROGRAM – STREET DIVISION

Step B Minimum Requirements

- Meet or exceed all the minimum requirements of Step C
- Complete APWA/AWWA Hamline Utility Management Institute

Division Specific:

- Complete LTAP Road Scholar Program

Step B – Equipment Operation

Perform proficiently and maintain 10 of the 14 pieces of equipment listed below:

- Loader with Attachments
 - Skid Steer with Attachments
 - Trackless with Attachments
 - Tool Cat with Attachments
 - Backhoe
 - Excavator
 - Mini-Excavator
 - Dump Truck with Plow Equipment
 - Bucket Truck
 - Self-Propelled Paver
 - Oil Distributor
 - Sweeper
 - Asphalt Roller
 - Water Truck
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Public Works Maintenance
STEP SYSTEM PROGRAM – STREET DIVISION

Step B – Training and Education

Within three years complete 32 hours of professional development training during established working hours from the list below (1 day = 6 hours, 2 day = 12 hours, 3 day = 16 hours).

Approved Trainings and Workshops

- Work Zone Traffic Signage
- LTAP Training and Workshops
 - Work Zone Safety & Traffic Control Workshops
 - Snow & Ice Control Workshops
 - Truck Weight and Load Securement Workshops
 - Road Scholar Training & Workshops
 - Traffic Sign Workshops
 - Bike & Pedestrian Toolbox Training
 - Fall Expo
 - Spring Workshop
- MNDOT Training and Workshops
 - Snow & Ice Control Workshops
 - Truck Weight and Load Securement Workshops
- Confined Space Training
- Minnesota Safety Council Workshops/
Training
- CTAP Training and Workshops
 - Snow & Ice Control Workshops
 - Work Zone Traffic Control and Flagger
- MPCA Smart Salting Level 1
- MPCA Smart Salting Level 2
- Warning Lights Traffic Control Class
- MSSA Workshops
- ACI Concrete Flatwork Finisher/Technician
- FEMA ICS-300
- FEMA ICS-700
- FEMA ICS-800
- Lifting and Rigging Training
- Line Tracing / Locating School
- APWA/AWWA Hamline Utility Management Institute
- Manufacturer Equipment Training
- Other:

Approved Conferences

- Minnesota Safety Council
- APWA Fall Workshop
- Asphalt Conference
- Concrete Conference
- Other

Approved Certificates and Licenses

- LTAP Supervisory Certificate Program
- MNDOT Flagger Train the Trainer
- MNDOT Concrete Field 1
- MNDOT Concrete Field 2
- MNDOT Grading and Base 1
- MNDOT Grading and Base 2
- MNDOT Bituminous Street 1
- MNDOT Bituminous Street 2
- MNDOT Traffic Control Overview
- MNDOT Traffic Control Supervisor
- State Tree Inspector
- Minnesota Non-Commercial
Herbicide/Pesticide Applicator
- Other:

Approved Coursework

- Public Works Certificate at North Hennepin Community College
 - Degree or certificate of completion (containing a minimum of 22 credits) from a community college, technical college, or approved educational institution
 - Other:
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Public Works Maintenance
STEP SYSTEM PROGRAM – STREET DIVISION

Step B – Special Skills

Proficiently perform 4 of the 6 sections listed below:

1. Asphalt:
 - Remove existing pavement with proper equipment
 - Correct and prepare sub-base
 - Pave to provide smooth patches and transitions
 - Rake to provide smooth patches and transitions
 - Roll to provide smooth patches and transitions to proper densities with no lines
 2. Concrete:
 - Layout and order materials and supplies
 - Frame to meet existing requirements
 - Hand form with proper tools
 - Finish with proper tools
 3. Sign and Traffic:
 - Understand the M.U.T.C.D.
 - Deploy emergency signage and traffic control
 - Keep appropriate records for liability protection
 4. Snow & Ice Control:
 - Operate and maintain Brine Boss System and distribution equipment
 - Calibrate truck controllers
 - Diagnose and repair controller error codes
 5. Field/Shop Maintenance:
 - Advance welding/metal fabrication
 - Carpentry/wood working skills
 - Small engine repair
 - Miscellaneous shop skills
 6. Computer:
 - Log into SCADA and acknowledge alarms
 - Look up as-builts and locate utilities
 - Look up locates and respond to Gopher State One calls
 - Enter data into Asset Management Software
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Public Works Maintenance
STEP SYSTEM PROGRAM – STREET DIVISION

Step A Minimum Requirements

- Meet or exceed all the minimum requirements of Step B
- Complete Career Development Program (i.e., North Hennepin Community College Public Works Administration Certificate Program) a minimum of 11 semester credits (after hours) or approved equivalent)
- Class A CDL

Continual Education Requirements

Employees at Step A must complete a minimum of 24 hours of continuing education in the area of leadership/management or related training every three years to maintain “Step A” status.

Step A – Equipment Operation

Perform proficiently and maintain 14 of the 14 pieces of equipment listed below:

- Loader with Attachments
 - Skid Steer with Attachments
 - Trackless with Attachments
 - Tool Cat with Attachments
 - Backhoe
 - Excavator
 - Mini-Excavator
 - Dump Truck with Plow Equipment
 - Bucket Truck
 - Self-Propelled Paver
 - Oil Distributor
 - Sweeper
 - Asphalt Roller
 - Water Truck
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Public Works Maintenance
STEP SYSTEM PROGRAM – STREET DIVISION

Step A – Training and Education

Within three years complete 48 hours of professional development training during established working hours from the list below (1 day = 6 hours, 2 day = 12 hours, 3 day = 16 hours).

Approved Trainings and Workshops

- Work Zone Traffic Signage
- LTAP Training and Workshops
 - Work Zone Safety & Traffic Control Workshops
 - Snow & Ice Control Workshops
 - Truck Weight and Load Securement Workshops
 - Road Scholar Training & Workshops
 - Traffic Sign Workshops
 - Bike & Pedestrian Toolbox Training
 - Fall Expo
 - Spring Workshop
- MNDOT Training and Workshops
 - Snow & Ice Control Workshops
 - Truck Weight and Load Securement Workshops
- Confined Space Training
- Minnesota Safety Council Workshops/
Training
- CTAP Training and Workshops
 - Snow & Ice Control Workshops
 - Work Zone Traffic Control and Flagger
- MPCA Smart Salting Level 1
- MPCA Smart Salting Level 2
- Warning Lights Traffic Control Class
- MSSA Workshops
- ACI Concrete Flatwork Finisher/Technician
- FEMA ICS-300
- FEMA ICS-700
- FEMA ICS-800
- Lifting and Rigging Training
- Line Tracing / Locating School
- APWA/AWWA Hamline Utility Management Institute
- Manufacturer Equipment Training
- Other:

Approved Conferences

- Minnesota Safety Council
- APWA Fall Workshop
- APWA Fall Conference
- Asphalt Conference
- Concrete Conference
- Other:

Approved Certificates and Licenses

- LTAP Supervisory Certificate Program
- MNDOT Flagger Train the Trainer
- MNDOT Concrete Field 1
- MNDOT Concrete Field 2
- MNDOT Grading and Base 1
- MNDOT Grading and Base 2
- MNDOT Bituminous Street 1
- MNDOT Bituminous Street 2
- MNDOT Traffic Control Overview
- MNDOT Traffic Control Supervisor
- State Tree Inspector
- Minnesota Non-Commercial Herbicide/
Pesticide Applicator
- Other:

Approved Coursework

- Degree or certificate of completion (containing a minimum of 22 credits) from a community college, technical college, or approved educational institution.
 - Other:
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Public Works Maintenance
STEP SYSTEM PROGRAM – STREET DIVISION

Step A – Special Skills

Proficiently perform 6 of the 6 sections listed below:

1. Asphalt:
 - Remove existing pavement with proper equipment
 - Correct and prepare sub-base
 - Pave to provide smooth patches and transitions
 - Rake to provide smooth patches and transitions
 - Roll to provide smooth patches and transitions to proper densities with no lines
 2. Concrete:
 - Layout and order materials and supplies
 - Frame to meet existing requirements
 - Hand form with proper tools
 - Finish with proper tools
 3. Sign and Traffic:
 - Understand the M.U.T.C.D.
 - Deploy emergency signage and traffic control
 - Keep appropriate records for liability protection
 4. Snow & Ice Control:
 - Operate and maintain Brine Boss System and distribution equipment
 - Calibrate truck controllers
 - Diagnose and repair controller error codes
 5. Field/Shop Maintenance:
 - Advance welding/metal fabrication
 - Carpentry/wood working skills
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