



Public Works/Maintenance Technician Job Description

Position Title: Public Works Maintenance Technician

Date: February 18th, 2026

Department: Public Works

FLSA Status: Non-exempt

Primary Objective of the Position

Perform maintenance operations on city roads, parks, and other city property under the supervision of the Public Works Supervisor and City Council.

Essential Functions of the Position

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or logical to the position.

- Assists in repairs and maintenance of the city's streets, right-of-way, and equipment. Duties include, but are not limited to:
 - Street Repairs: pothole patching and crack-sealing operations.
 - Replace any damaged or missing signs.
 - Clear obstructions from the City Right-of-way.
 - Snow Removal: Snow plowing and ice control.
 - Work with materials such as bituminous materials, sand, gravel, black dirt, and salt.
 - Promotes diversity and inclusion objectives defined by the city and continually examines own performance to eliminate implicit bias in carrying out duties and interacting with the public, coworkers, and other city employees.
- Maintains maintenance records and estimates and requisitions supplies, materials, and equipment when necessary and assigned.
- Maintains effective working relationships with other employees and the public. Responds to road concerns as needed.
- Regular, reliable attendance during scheduled work hours and outside regular hours as necessary.
- Responsible to work overtime, shift changes, or be on call as necessary or assigned.
- Adheres to safety rules and procedures, work rules and city policies.
- Mows grass, trims trees, installs and maintains landscaping in city owned parks, cemetery and city hall.
- Maintains municipal buildings; cleans and repairs buildings.
- Maintains parks, shelters and facilities.
- Performs other duties and responsibilities as apparent or assigned.

Minimum Qualification

- High School diploma or GED.
- Valid Minnesota Class B Commercial Driver's License with air brake endorsement.
- One year of street maintenance or construction experience.

Desirable Qualifications

- Additional street and/ or utility maintenance, construction or farming experience including the use of associated equipment.
- Experience working in a municipal public works department.
- Training/education in maintenance, machinery, mechanics, or related field.
- History of safe work habits and clean driving record.
- Class C Wastewater Operator License.

Supervision of Others

May provide on-site direction to seasonal employees or contract personnel when the Public Works Supervisor is unavailable.

Equipment/Job Location

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Duties performed are typically outside, and, therefore, subject to climatic extremes. Physical requirements: Must be able to lift up to 60 pounds, bend, stoop, kneel, stand for extended periods, and occasionally push or pull equipment and perform repetitive movement as required for the job.

Conditions of Employment

- Must comply with organizational and department policies.
- Must possess a valid Class B driver's license.

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

The position may be required to respond to emergencies or coordinate staff response outside of normal working hours as needed. Employee may be required to work evenings, weekends, or holidays depending on operational needs.

The City of Baldwin is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.