



CITY COUNCIL WORK SESSION

February 06, 2024 at 5:30 PM

City Hall Council Chambers – 450 Virginia Avenue, Long Lake, MN 55356

AGENDA

1. Call to Order

2. Approve Agenda

3. Open Correspondence

NOTE: Open Correspondence is an item on the agenda during which the public may address the City Council.

No formal action is taken by the City Council and comments shall be limited to five minutes or less.

Open Correspondence comments may also be emailed to City staff by 12:00 noon on the date of the meeting.

4. Regular Business

A. Discuss 4th Quarter 2023 Financial Reporting Results (5:30 pm - 5:45 pm)

B. Public Works Department Staffing Discussion

C. Discussion Regarding Hanging Planters for Downtown Area

5. Other Business / Work Session Council Reports

6. Adjourn



City of Red Wing Public Works Apprentice

SALARY	\$15.39 - \$20.00 Hourly \$1,231.20 - \$1,600.00 Biweekly \$32,011.20 - \$41,600.00 Annually	LOCATION	Red Wing, MN
JOB TYPE	Regular, Full-Time	JOB NUMBER	23-00074
DEPARTMENT/DI VISION	Public Works	OPENING DATE	01/24/2024
CLOSING DATE	2/7/2024 11:59 PM Central		

Job Summary

The City of Red Wing is now accepting applications to fill three Public Works Apprentice positions. An apprentice is someone learning how to do a specialized job through on-the-job training, under the guidance of an experienced colleague. The City's apprenticeship differs from trade school because the City's program will pay an hourly wage during its training period. Apprentices may work in any of the divisions within the Public Works Department. Work includes operation of light and heavy vehicles, stationary industrial equipment, specialized construction equipment, power equipment, and hand tools. Work may include regularly assigned duties, routes or project work. Apprentices should be committed to learning, hard working and able to manage their time effectively, be able to follow orders, and be comfortable working as part of a team. Once an individual has completed initial training, at least 18 months in the program, obtained an unrestricted Class A Interstate CDL, and has proven to be proficient (determined by peers and management) at the essential job functions and acquired the required certifications, an individual would be automatically promoted into a Maintenance I position assigned to the Solid Waste Campus.

Requirements

- High School Diploma or G.E.D.
- Valid Drivers License
- Experience is welcome, but not necessary

Why join our program?

- All training provided, including Class A CDL
- Work hours are 7am – 3:00pm Monday – Friday (When on Refuse & Recycling rotation work hours are Monday - Thursday 6:30am to 3:30pm and Friday 6:30am - 10:30am)
- Competitive benefit package including paid time off, insurance, pension, etc.
- Plenty of growth opportunities
- You can make a difference in the community

Pay

- Starting pay for an apprentice is \$15.39 - \$16.30 depending on qualifications.
- Pay increases may occur every 3 months and must obtain a Commercial Learners Permit to progress more than 3 steps. An individual cannot move more than 6 steps without having obtained a Class A Commercial Driver's License (CDL). Upon completion of the 18-month period, obtaining an unrestricted Class A Interstate CDL, and having

completed the basic knowledge checklist developed by Public Works Management, an apprentice will then automatically be moved into a Maintenance position and placed on that higher grade wage scale.

Essential Job Functions

The individuals selected for the program will work within and rotate between the different divisions of the Public Works Department. The divisions are described below.

Buildings and Grounds:

- The Buildings and Grounds Division is responsible for the maintenance and repairs to all of the City facilities, parks, and cemeteries. Some of the tasks that are more specific to the Buildings and Grounds Division are: playground maintenance and construction, maintenance and construction in the various parks and cemeteries along with maintenance and construction activities within the various facilities controlled by the City.

Streets & Utilities:

- The Public Services Division is responsible for street maintenance, underground utilities, fleet maintenance and marina. Tasks that fall under this division include; blacktopping, concrete, signs, snow and ice removal, sewer main cleaning, sewer backups, hydrant flushing, water main breaks. Assist with duties related to the construction and repair of city streets, water, and sewer systems and the general city infrastructure.

Solid Waste & Recycling:

- The Waste Campus Division is responsible for the collection of Municipal Solid Waste and recyclable materials from residential, commercial, and institutional sites serviced by City operations. Apprentices will be expected to learn, understand, and demonstrate the safe and appropriate operation and light maintenance of vehicles, and equipment routinely used in the performance of these duties. A critical aspect of City training will include familiarization with city street names and locations associated with assigned collection routes.
- Additionally, apprentices will be expected to learn, understand, and demonstrate the safe and appropriate operation and light maintenance of all vehicles and equipment associated with the management of Municipal Solid Waste, Construction and Demolition debris, recyclable materials and yard waste accepted at the City's Waste Campus. This work will include both mobile and stationary heavy equipment used in the processing of waste and recyclable material.

An employee in this position may be called upon learn, perform, maintain, or understand any or all of the following essential duties safely and proficiently while working with various mentors from the Public Works Department.

General Duties:

- Operate dump trucks with attachments, loaders, grader, tractors, skid loaders, backhoes, sidewalk sweepers, refuse and recycling trucks, scooters, vactors and thawing equipment, one-ton tilting box trucks, and four by four pick-ups which are routinely used to maintain city infrastructure and provide city services.
- Operate a jackhammer tampers, utility tapping or connection equipment, and saws to remove concrete, blacktop curbs, gutters, and sidewalks, and utility lines for repair and maintenance of city infrastructure.
- Clean storm sewers, catch basins and grates; clean, install, repair, and replace utility covers; clean and repair culverts, install storm sewer infrastructure.
- Repair, install, and operate irrigation, sewer, storm sewer, water lines, , hydrants, and necessary utility lines.
- Provide general maintenance assistance at water and wastewater treatment facilities and lift stations.
- Operate equipment including: skid steer with multiple attachments, front end loader, fork lift, roll-off/transitional trucks, baler, mobile shredder, stationary shredder, semi-tractor & trailer, vibratory Screener, aerial lift, compost turner & tractor, snow plow for snow removal, and a general knowledge of the material recovery facility related equipment.
- Operation of both rear load and automated waste/recyclable collection trucks, scooters, split body, and roll-off/transitional trucks to provide for the collection of refuse and recycling from commercial, institutional and residential customers for assigned routes and on-call services.
- Performs winter snow and ice removal duties on streets and parking areas. Serves in an on call capacity for plowing of streets, parking areas, and airport runways. Spreads salt and sand. Responds to emergency calls to assist police and fire with winter access to areas in need of snow removal or sanding
- Assisting in the maintenance of our urban forest including tree trimming, plantings and removals

- Park Maintenance involving the makeup of ballfields for games, operation of the municipal pool, maintenance of community fountains, installation of various park amenities, pouring concrete for amenities and sidewalks, and working with burials in our cemeteries.
- Operation of Lawnmowers, weed whips, chainsaws, pressure washers, garden tools, power tools and general hand tools.
- Perform required daily asset management data entry. (Cartegraph)
- Perform other duties as assigned.

Experience, Education, Certifications, Physical Requirements

Requirements

- High School Diploma or G.E.D.
- Valid Drivers License
- Experience is welcome, but not necessary

Physical Requirements:

- Considerable ability to perform heavy manual labor requiring continuous use of large motor skills, standing for long periods, and frequent bending, stooping, twisting, turning, crouching, stretching, and reaching.
- Frequent exposure to noise, vehicle exhaust, grease, oil, dust, odors and grime.
- Frequent exposure to seasonal temperature extremes, inclement weather and associative hazards.
- Exposure to materials that enter the waste stream, some of which may present hazards if not correctly handled.
- Work around moving equipment and vehicular traffic requires caution as well as use of safety apparel.
- Work may include intermittent lifting, pushing or pulling of over 60 pounds.
- Must be domiciled within a forty (40) minute driving distance of their Primary Work Station.
- Required to work in permit and non-permit confined spaces in the role of Entrant, Attendant or Supervisor.
- Work entails high or dangerous work conditions.

If employee is under age 21, CDL is restricted to an intrastate license and cannot cross state lines.

If extended a conditional offer of employment, candidate must pass a DOT physical medical exam and DOT drug screening. Safety-sensitive employees are subject to U.S. Department of Transportation (DOT) drug testing regulations under 49 CFR Part 40 which includes marijuana.

Knowledge, Skills and Abilities

Knowledge

- Proper use, operation of an automobile
- Basic Computer knowledge including the use of Microsoft Suite Software.

Skills

- Organizational and time management skills.
- Good oral and written communications and relational skills.
- Follow and relay oral and written instructions, policies and procedures.
- Diligence – Apprentices are dedicated to learning their trade and are willing to put in the extra time and effort to build their knowledge and experience
- Time Management – Apprentices meet hard deadlines and work to strict schedules, as they are working on projects alongside their colleagues
- Critical Thinking – When solving problems, apprentices need to think critically to resolve the issue. This is especially true of apprenticeships in industries such as engineering, where repairing problems is a key part of the role
- Interpersonal Skills – Apprentices need to be able to follow instructions clearly and work well as part of a team. For this, applicants need to have good interpersonal skills

Abilities

- Work requires interaction with the public to exchange information.
- Read and follow verbal and written instruction in English.

- Work effectively with others.
- Work with the utmost regard for safety and the safety of others.
- Tolerate interruptions and able to meet deadlines.
- Apprenticeships typically involve on-the-job training as well as trade-related classes, which an apprentice needs to attend on a regular basis
- The majority of an apprentice's work is done during regular business hours; however, there may be a need to attend a specific training class outside of regular business hours. Apprentices need to complete all required training to build their knowledge and skillset and to meet the requirements of the apprenticeship
- Troubleshooting – Identifying problems and finding ways to resolve them is key to being an apprentice, so applicants need to be good at problem-solving and troubleshooting

Agency

City of Red Wing

Address

315 West 4th Street

Red Wing, Minnesota, 55066

Phone

651-385-3698

Website<http://www.red-wing.org>**Public Works Apprentice Supplemental Questionnaire*****QUESTION 1****Do you have a High School diploma or equivalent?**

- Yes
- No

QUESTION 2*Do you have a valid Driver's License?**

- Yes
- No

QUESTION 3*Are you able to meet the 40 minute residency requirement to Public Works at 229 Tyler Rd N.?**

- Yes
- No

*** Required Question**