

CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING

City Council Workshop Session of Monday, July 18, 2022
5:30 p.m. – St. Peter of the Community Center - 600 South Fifth Street, Saint Peter

- I. CALL TO ORDER
- II. DISCUSSION
 - A. Fire Station Project Materials Presentation
 - B. Mechanic Assistant Position Creation
 - C. Goal Session Schedule
- III. ADJOURNMENT

Todd Prafke
City Administrator

*****Due to the Fire Station groundbreaking which is scheduled for 4:30 p.m. – the workshop may begin later than shown above.**



Memorandum

TO: Honorable Mayor Nowell
Members of the City Council

DATE: 7/15/2022

FROM: Todd Prafke
City Administrator

RE: Fire Station Project Materials Presentation

ACTION/RECOMMENDATION

None needed. For Council information.

BACKGROUND

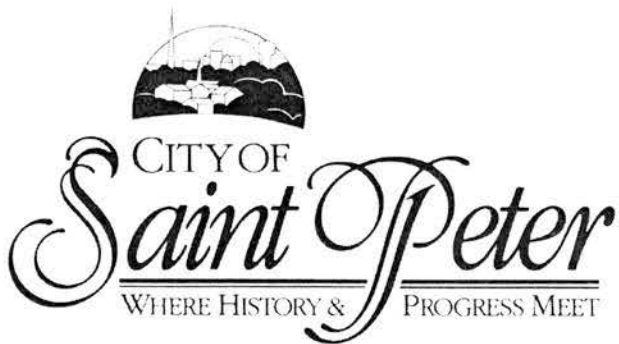
Bailey Merrill, the lead designer from Five Bugles Design, the architectural firm working with the City on the Fire Station Project, will be present at the workshop to show some of the materials that are part of your Fire Station Project.

The goal of this presentation is to update and give you the opportunity to touch and see samples of the materials that were selected as part of the project design and bid approval process. We hope to give all a better "feel" for the overall content of the project scope and aesthetics since so far most everything you have seen or done has been "on paper".

In conjunction with the groundbreaking, this is a more tactile opportunity to bring a lot of the activities together for this group and others.

Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal



Memorandum

TO: Honorable Mayor Nowell
Members of the City Council

DATE: 7/15/2022

FROM: Todd Prafke
City Administrator

RE: Mechanic Assistant Position

ACTION/RECOMMENDATION

None needed. For Council information and discussion only.

BACKGROUND

For a number of years, the Public Works Department has employed an individual in a seasonal/temporary position to assist the City's Mechanic during the heavier summer workload. That workload is no longer limited to summer and the Public Works Director has requested consideration for the creation of a year-round, part-time Mechanic Assistant position.

In order to create a regular position, it is necessary to take several steps as follows:

- Develop and ultimately provide for Council adoption of a position description that also identifies the pay equity points
- Authorize an increase to the Public Works staffing levels to include a part-time position; and
- Once both actions have been completed, begin the recruitment process.

The workshop agenda includes the first step which is consideration of a position description for the new position. A draft has been developed which is based in large part on the existing Mechanic description. The draft position description is included for Council consideration.

Of course, one consideration in the creation of a new position is how to fund the position. As you may remember, the recently approved agreement with Minnesota River Valley Transit that provides revenues to the City for Mechanic services provided to Transit. This agreement formalized existing practice for the City to provide these services at an increased hourly charge for this service. That increase is expected to offset the cost of a new, part-time position and result in no negative financial impact to the City.

Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 200

POSITION TITLE: MECHANIC ASSISTANT

DEPARTMENT: PUBLIC WORKS

SUPERVISOR: MECHANIC

OVERVIEW OF POSITION:

Under general supervision, the Mechanic Assistant performs a variety of maintenance and repair work on City vehicles and equipment.

ESSENTIAL JOB FUNCTIONS:

- Performs a variety of maintenance and repair work on City vehicles, equipment, and generators; performs maintenance and repair work on gasoline and diesel engines, transmissions, differentials, suspension systems, chassis, cooling systems, fuel systems, electrical systems, brakes, and hydraulic systems; performs major tune-ups using appropriate testing equipment; diagnoses and solves repair problems; operates welding equipment; operates shop hand and power tools and equipment; maintains and repairs tools and equipment; inspects each vehicle and piece of equipment to ensure routine maintenance is up-to-date; maintains a clean and safe work area; disposes or arranges for disposal of defective parts and fluids in accordance with City Code and state law.
- Maintains records of hours worked and parts utilized in the repair and servicing of vehicles and equipment; assists in the preparation of equipment replacement and maintenance schedules; maintains an inventory of tools and parts; obtains parts as needed for repair; maintains an inventory of replacement filters, fluids, and parts as needed for routine service; prepares reports; inspects new vehicles and equipment for adherence to specifications.
- Assists other departmental employees
- Monitors safety conditions; recognizes unsafe conditions and takes corrective action as needed, complies with safety policy.
- Maintains knowledge and understanding of new equipment, new engines, new maintenance methods by attending school seminars and classes as required.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Mechanic Assistant is required to be capable of performing the following physical functions or a combination thereof for any given workday:

Legend:

Continuously is over 2/3 of a workday

Frequently is 1/3 to 2/3 of a workday

Occasionally is less than 1/3 of a workday

Workday - a normal workday is eight (8) hours with a break for a meal. A normal workweek is five (5) days with two consecutive days off. During emergencies, workdays may extend to 16 hours or more and a work week to seven days.

Actions:

Continuously speak comprehensible English and understand English, read, and write English

Hearing - continuously normal or corrected to normal

Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision

Continuously sit, stand, or walk

Continuously bend/stoop, squat, reach above shoulder level, crouch, kneel, balance, push/pull

Frequently climb height of ten feet

Occasionally crawl

Continuously use both feet for repetitive movements as in operating foot controls

Continuously use hands for firm grasping and fine manipulating

Strength:

Continuously - carry up to ten pounds and lift up to ten pounds

Frequently - carry eleven to seventy-four pounds and lift eleven to seventy-four pounds

Occasionally - carry seventy-five to one hundred pounds

Stamina:

Continuously endure exposure to changes in temperature from less than zero (0) degrees centigrade to in excess of thirty-seven (37) degrees centigrade (thirty-two (32) degrees Fahrenheit to ninety-nine (99) degrees Fahrenheit) and occasionally endure exposure to temperatures higher or lower

Continuously endure exposure to one or a combination of the following: dust, fumes, gases, mist, wet, humid

Occasionally exposed to moving mechanical parts hazard

Occasionally exposed to high noise levels

Safety:

Perform basic first aid

Perform cardiopulmonary resuscitation

Wear safety equipment including hard hat, steel-toed shoes, safety goggles, and safety vests

Vaccinations:

Receive vaccinations for tetanus and hepatitis B. The vaccinations for hepatitis B are made available to the Mechanic Assistant by the City but are not required.

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:

The Mechanic Assistant is required to be capable of performing the following psychological, situational, and functional functions:

Ability to: communicate effectively, both orally and in writing; accept and delegate responsibility; understand and carry out oral and written instructions; cooperate with a wide range of individuals;

possess interpersonal skills sufficient to work closely with others on a team; demonstrate flexibility in a work environment; perform a variety of frequently changing tasks; exhibit sustained concentration and prolonged commitment to job tasks; work with others effectively under stress in situations dangerous to self or others; be tactful; maintain confidentiality as needed; deal with the public.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent.
- Completion of technical school program in mechanics or equivalent course work.
- One year demonstrated experience as a mechanic.
- Possession of a valid driver's license.
- Possession of an American Heart Association Certification as a Basic Rescuer for cardiopulmonary resuscitation and emergency cardiac care within six months of the date of employment with the City.

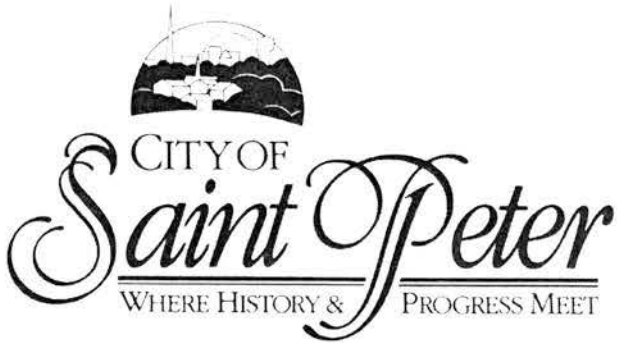
DESIRABLE QUALIFICATIONS:

- Possession of a valid State of Minnesota Class A Driver's License with Air Brake Endorsement and Tanker Endorsement.
- Demonstrated truck driving and equipment operation experience.
- Current Minnesota Department of Transportation Vehicle Certification.
- Demonstrated knowledge of the practices, methods, tools, and materials used in the maintenance and repair of vehicles and equipment.
- Demonstrated knowledge of the operating characteristics of internal combustion engines and mechanical components.
- Demonstrated knowledge and experience in the repair and maintenance of diesel engines.
- Demonstrated knowledge and experience in the repair and maintenance of gasoline engines.
- Demonstrated knowledge and experience in the use of computer-based engine diagnostic equipment.
- Demonstrated knowledge and experience in personal computer use.
- Demonstrated knowledge and experience in pump maintenance.
- Demonstrated knowledge of the operating characteristics and servicing of heavy trucks and other equipment.
- Demonstrated knowledge of traffic laws and regulations governing truck and equipment operation.

- Demonstrated knowledge of OSHA regulations and safety precautions of the trade.

Adopted by the City Council _____

DRAFT



Memorandum

TO: Honorable Mayor Nowell
Members of the City Council

DATE: 7/15/22

FROM: Todd Prafke
City Administrator

RE: Goal Session Schedule

ACTION/RECOMMENDATION

None needed. For Council information and discussion only.

BACKGROUND

Council practice has been to hold goal sessions on the fifth Mondays of each month. If that practice is followed, your next goal session will be on Monday, August 29th. Please bring your calendars to the workshop and be prepared to discuss your wishes for scheduling the next goal session.

At your last Goal Session, you discussed the schedule and potential opportunities to change dates, days of the week and time changes for Goal Sessions and potentially other types of meetings. My hope is for a review of those issues and hopefully, settle in on a schedule that meets the needs of the members and provides adequate time for completing the work you have discussed.

Please feel free to contact me if you have any questions or concerns on this agenda item.

TP/bal