



City of Minnesota Lake
103 Main St N.
PO Box 98
Minnesota Lake, MN 56068
507-462-3277

POSITION: CITY MAINTENANCE/WATER/WASTEWATER OPERATOR

DEPARTMENT: MAINTENANCE

ACCOUNTABLE TO: CITY MAINTENANCE SUPERVISOR

PRIMARY OBJECTIVE OF POSITION:

- To service, repair, and maintain the city's water and wastewater system facilities equipment to ensure efficient, trouble free service to all users in a timely fashion.
- To perform skilled, semi-skilled or manual labor in the maintenance and improvement of streets, city buildings, water, wastewater and parks as required in a timely fashion.
- To maintain accurate records and preparation of reports in a timely fashion.

MAJOR AREAS OF ACCOUNTABILITY:

- Operate equipment including trucks, tractor/loader, snow blower, power mower, chain saws (etc.) in the maintenance of the city's physical facilities including patching streets, cleaning streets, snowplowing, tree trimming, mowing and other maintenance work as required.
- Performs various preventative and corrective maintenance services on city equipment and vehicles to ensure safe and proper operation.
- Operate various mechanic shop power equipment and hand tools.
- Maintain all city owned property, perform minor carpentry, paint and do minor repairs as necessary.
- Proper storage of out of season material.
- Perform daily checks on functioning of pumps, motors and related equipment in connection with wells, water pumping, wastewater system, public facilities and burn pile.
- Check for proper operation on pumps and pump controls.
- Check for correct injection and usage of water treatment chemicals such as fluoride, chlorine, etc.
- Identify maintenance needs and assist in performing maintenance and repair on pumps, motors, and other equipment related to pump station, filter plant and wastewater treatment ponds.
- Perform routine preventative maintenance such as lubrication, cleaning and replacement of expendable parts and materials.
- Participate in inspection, maintenance and repair of all water lines, wastewater lines, valves and water hydrants throughout the city.
- Flush storm and sanitary wastewater, clean storm catch basins.
- Set up schedule and flush all water hydrants.
- Perform routine testing of samples from water and wastewater.
- Replace water meters and make routine repairs. Read water meters on a bi-annual basis.
- Work on occasion longer hours as needed to meet emergency needs.
- Construct maps of water and wastewater lines and keep updated.
- Reports to City Council at regular meeting or at the council's request.
- Considerable ability to detect problems and respond appropriately.

RESPONSIBILITY FOR WORK OF OTHERS:

- None regularly assigned. May provide on-the-job direction to trainees, seasonal or temporary employees as required in certain job-related situations.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of equipment and tools used in the duties noted above.
- Ability to operate equipment and tools in a safe and efficient manner.
- Ability to absorb training to improve or acquire the needed skills.
- Knowledge and skill to inspect, repair and adjust pumps, wells, hydrants, valves, water plant equipment, wastewater system equipment, water lines and wastewater lines.
- Knowledge and skill in the installation and repair of water meters.
- Knowledge and skill in taking samples of water and wastewater sewage and knowledge and skill in taking samples of water and wastewater sewage and process and analyze those in quality control of the finished product.
- Ability to properly inspect motors and pumps and to analyze need for repair or replacement.
- Ability to establish and maintain effective working relationships with other employees, public officials and the public.
- Have a "SD" certificate in wastewater or be willing to get certificate.
- Have a "C" certificate in water or be willing to get certificate.
- File all reports as required for water and wastewater to the state agencies.
- Have a valid Minn. Class B CDL (driver's license) with air brake endorsement or ability to obtain within probationary period.

WORKING CONDITIONS:

- Outdoor work in all kinds of weather, sometimes in awkward positions and dangerous places.
- Some abnormal hours for snow removal and emergencies.
- Heavy lifting at times.
- Working with hazards of fumes, machinery, climbing and excavation.

SPECIAL DUTIES:

- Keeps the city council currently informed of any important developments which it will need to know to function effectively.
- Performs other duties and assumes other responsibilities as the need is apparent or as delegated.

EXAMPLES OF PERFORMANCE CRITERIA:

- Operating costs for maintenance are controlled within the limitations of the budget as planned.
- A positive and favorable public image is being maintained in the city relating to all phases of public works.
- Objective and priorities set for maintenance are being achieved as planned.
- Demonstrated ability to operate and maintain equipment.
- Demonstrated ability to perform tasks required to keep wastewater lines and lift station equipment in good operating condition.
- Follows established safety procedures to avoid personal injury and property loss.
- Demonstrated ability to perform tasks required to keep water lines, pumps and all equipment in good operating condition.
- Attends meetings and schools to meet requirements for license.

CONDITIONS OF EMPLOYMENT:

- Must comply with organizational and departmental policies.
- Must carry cell phone at all times during work and on-call times.
- Ability to establish and maintain cooperative working relationship with city officials and city staff, state and federal agencies and the public.

WORK SCHEDULE:

- The typical work hours for this position are 7:00 a.m. through 4:30 p.m., Monday-Thursday (with a 60-minute lunch period and two 15-minute rest periods) and 7:00 am – 12 pm. Other hours will be required, as this position is responsible to attend City Council meetings and other meetings as necessary. Every other weekend to be on-call and read the pumps at the filter plant and lift station. On-call weekend must be able to respond to emergency or situation within 30 minutes, must be able to respond by telephone within 10 minutes as per on-call policy.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- This position involves potential exposure to dust, dirt, fumes, gases, chemicals, noise, excessive noise, vibration, infectious diseases, pressurized equipment, explosive material/equipment, burning material/equipment and moving objects. This position must work inside, outside, in confined areas, work at heights, work on uneven ground, work underground, work alone, work with others, work around others, and have contact with the public. This position is exposed to heat, cold, extreme cold, wetness, humidity and marked changes in temperature on humidity. Position includes 2 hours of sitting, 3 hours of standing and 3 hours of walking. Activities that occur infrequently or up to 60 minutes per day are bending/stooping, squatting, crawling, crouching, kneeling, pushing, pulling, twisting, climbing staircase or other height, reaching at shoulder level, with the right, left or both shoulders, reaching above shoulder level with the right, left, or both shoulders, reaching below shoulder level with right, left, or both shoulders at the same time, use of fingers and hands repetitiously for fine manipulation, sense of touch, use of left, right and both feet in repetitive actions, talking and hearing. Must be able to see using near vision, far vision, depth perception, accommodation, color vision and field of vision/ peripheral and smell. This position requires carrying and lifting up to and over 75 pounds up to 60 minutes a day.

EXAMPLES OF EQUIPMENT UTILIZED:

- Use of a variety of gas, electric and air power tools, computers, calculators, radios, cell phones, laboratory equipment, measure and meter equipment and electrical equipment. Vehicles such as backhoe, loader, dump trucks, pickups, street sweeper, handheld computer to read meters. Power drill, power saw, grinder, torch, cut off saw, pumps, jack hammer, riding mower, push mower, weed ships, communication radio, office equipment, computer and hedge trimmer.

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties, physical demands/work environment, or equipment utilized by personnel in this classification.

The City of Minnesota Lake is an Equal Opportunity Employer. The City of Minnesota Lake does not discriminate in employment on the basis of race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation or age. Managers and supervisors are required to make all employment decisions on the basis of individual ability and merit, without discrimination or favor.