

<b>CITY OF WATERVILLE POSITION DESCRIPTION</b>		
<b>Public Works Level 2</b>		
<b>DEPARTMENT</b> PUBLIC WORKS		<b>SUBORDINATES</b> NONE

**DEFINITION:**

Under the direct supervision of the Public Works Supervisor, the Public Works Employee is responsible for operating and maintaining equipment at the water and wastewater treatment plants; maintaining infrastructure, assisting in gathering data, performing tests and generating reports; assisting other City departments; recommend ordering materials and supplies. Responsible for the safe and efficient operation of light to heavy equipment sufficient to maintain City streets, sidewalks, right-of-ways, and storm water system; perform manual labor in the maintenance of City streets, sidewalks, right-of-ways, and storm water systems, and other related functions as assigned or apparent.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Locates, maintains and repairs water mains, valves and water hydrants.
- Installs and maintains fluoride pumps, chlorine metering and all other pumps.
- Performs all water sample tests and recommends/orders fluoride, and chlorine.
- Maintains and operates water high service pump and all turbine and submersible wells.
- Collects water/wastewater and runs operational testing.
- Collects water and wastewater samples for the State Department of Health and MPCA on a monthly/weekly basis.
- Operates control level and maintains water storage, water towers, well houses, booster station and water treatment plant.
- Installs and maintains wastewater and water, interceptors, main gravity sewer and wastewater forced mains, also repairs wastewater manholes and water gate valves.
- Maintains wastewater lift stations, submersible lift pumps, and drywell lift pumps.
- Maintains wastewater air release manholes, and department vehicles as needed.

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- Operates and maintains wastewater treatment facility (MRUPUC) and lift stations.
- Performs data entry and minor clerical duties.
- Provides maintenance and upkeep to city property. Maintains the appearance of city streets, sidewalks, storm sewers, city buildings, park grounds, picnic areas and trails. Assists in ordering and receiving materials and supplies. Assists in keeping accurate records for the department. Assists in regular maintenance and repair of city park and street equipment.
- Operates equipment and trucks, for construction, reconstruction, and maintenance of City streets and other public areas. Performs servicing, repairs, routine and field maintenance on assigned vehicles and equipment.
- Performs physical and mental demands and work environment requirements for this position.
- Attendance during regularly scheduled work hours and outside regular hours as necessary.
- Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers.
- Reads water meters and records information; check meters and gauges, pumps and control panels to verify correct operation of equipment. Installs or replaces water meters.
- Mows and trims grass on right of ways and at the park; sprays for weeds and fertilizers; plants, trims, and removes shrubs as needed. Sprays for mosquitoes.
- Maintains and repairs streets, alleys, sidewalks and right-of-ways during summer and winter conditions including patching potholes and cracks; laying gravel; blading and sweeping; Paints curbs and stripes to designate pedestrian crosswalks.
- Plows, shovels, de-ices, and sands City streets and sidewalks in front of City buildings.
- Responds to calls involving plugged sewers, sewer backups, water main breaks, leaks, and frozen water lines.
- Cleans storm sewers, catch basins and sand traps.
- Installs and maintains traffic signage.
- Gopher State locate requests.

- Performs miscellaneous cleaning, maintenance, and repair work on City owned buildings. Empty trash barrels.
- Puts up and removes banners and holiday decorations.
- Make sure portable generators are ready in case of power failure.

**ADDITIONAL FUNCTIONS OF THE JOB:**

- Performs other related functions as assigned or apparent to achieve the goals and objectives of the City of Waterville.

**EQUIPMENT USED:**

Utilizes a wide variety of motorized, electric, and hand tools, as well as vehicles.

**REQUIRED KNOWLEDGE AND ABILITIES:**

- Knowledge of water/wastewater system operations.
- Mathematically inclined and have knowledge of chemicals.
- Ability to operate equipment and follow safety procedures.

**MINIMUM QUALIFICATIONS:**

- High school diploma or GED.
- Possession of Class D Water and Wastewater Operator's License, or the ability to obtain the license with in one (1) year.
- Possession of a valid MN Class B Drivers License. Must obtain Airbrake Endorsement within 30 days of employment.

**PREFERRED QUALIFICATIONS:**

- Two (2) years of experience working with municipal water/wastewater departments.
- Class C water and/or wastewater license or higher.
- Dump Truck snow removal operations

**CONDITIONS OF EMPLOYMENT:**

- Must comply with organizational and departmental policies.

Due to the need for a timely off-duty response to emergencies, this position is required to live (maintain a principle residence) within a 30-minute drive as measured to the corporate city limits of Waterville as a condition of employment. The driving time is defined as driving under normal driving conditions and at not greater than posted speeds. Employee must establish this principle residence within one (1) year of appointment.

- Must follow progressive training schedule for obtaining the appropriate licenses to operate Water and Wastewater facilities.

#### **WORK SCHEDULE:**

- The typical work hours for this position are 7:30 a.m. to 4:30 p.m. Other hours and call duty may be required as assigned.
- Participates in 24-7 on-call rotations

#### **WORK ENVIRONMENT/MENTAL/PHYSICAL DEMANDS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside, outside, in confined spaces, on uneven ground and underground and be exposed to dust, dirt, fumes, gases, chemicals, noise, excessive noise, vibration, infectious diseases, pressurized equipment, explosive material/equipment, burning material/equipment, moving objects, heat, extreme heat, cold, extreme cold, wetness, humidity, and marked changes in temperature or humidity. Activities that will **occur continuously, more than 7 hours**, are: twisting; climbing; reaching at shoulder level with the right, left and both shoulders at the same time; use of fingers and hands; handling; fine manipulating; use of right, left, and both feet at the same time; talking; hearing and seeing with near vision, far vision, depth perception, accommodation, field of vision, smelling; and carrying and lifting up to 10 pounds. Activities that **occur frequently, 4 to 7 hours** are: problem solving, analytical ability, verbal communication, concentration, working with interruptions and time management, crouching; kneeling; climbing heights; reaching above and below shoulder level with the right, left and both shoulders at the same time; use of the sense of touch; seeing with color vision; and carrying and lifting up to 24 pounds. Activities that **occur occasionally, 1 to 3 hours** are: written communication, interpersonal skills, organizational skills, creativity, bending/stooping; squatting; pushing; and carrying and lifting up to 34 pounds. Activities that **occur infrequently, up to 60 minutes**, are:

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crawling; carrying and lifting over 75 pounds. This position will require the ability to drive an automobile, trucks, and equipment.

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