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CITY OF FOREST LAKE JOB DESCRIPTION

POSITION:	UTILITIES MAINTENANCE/EQUIPMENT OPERATOR I
DEPARTMENT:	PUBLIC WORKS
LOCATION:	PUBLIC WORKS BUILDING
IMMEDIATE SUPERVISOR:	UTILITIES WORKING FOREMAN
HOURS WORKED:	40+ HOURS PER WEEK
UNION STATUS:	LOCAL 49

SUMMARY

Perform duties related to the operations and maintenance of the City's water, sanitary sewer, and stormwater systems. Position performs manual labor and operates a wide variety of light and heavy equipment, tools, hand tools, machines, pumps, motors, instrumentation, and process control equipment.

ESSENTIAL FUNCTIONS

- Perform semi-skilled work under direct supervision and independently as directed. Duties include outdoor work in local climatic extremes.
- Perform strenuous and heavy manual labor including lifting and digging for an extended amount of time, under all kinds of extreme weather conditions, emergencies, and hazardous environments.
- Operates and maintains varied and specialized equipment of the water plants; takes samples of water at various points in the process and analyzes those in quality control of the finished product.
- Installs and maintains water meters in residential and commercial buildings; takes meter readings.
- Operate mechanical equipment, including trucks requiring a CDL license, backhoes, sewer cleaning equipment, and sewer line televising equipment.
- Read and understand written instructions such as operating manuals for mechanical and process control equipment.
- Perform basic mathematical computations and work requiring basic computer skills.
- Perform inspections of plant, water treatment, distribution equipment, lift stations, and electrical and control equipment.
- Perform utility locates using computer utility maps and specialized line tracing equipment.
- Assist in operation and maintenance of water distribution, sanitary and storm sewer systems, including repair and maintenance of water mains, manholes, hydrants, valves, pipes, catch basins and other associated equipment.
- Perform maintenance functions under hazardous conditions, including entering confined space under or below grade depths down to 30 ft., as well as climbing ladders and platforms on towers of up to 150 feet high and working in temporary street/highway work zones.
- Assist in providing efficient operation and maintenance of water treatment plants, booster facilities, lift stations, and sanitary sewer/storm sewer conveyance systems.
- Assist residents with utility related service calls.
- Respond to emergency call-backs and overtime requests as well as on-call duties on a scheduled rotational basis and as directed, including weekends.
- Operate and maintains light/medium/heavy equipment, motors, and machines.

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- Operate and assists with maintenance on pumps, instrumentation and control systems, and SCADA systems.
- Perform a variety of manual tasks and semi-skilled duties as assigned for the Public Works Department, including snow plowing and other job duties as assigned.

MINIMUM EDUCATION AND/OR EXPERIENCE REQUIRED

- High school degree or equivalent required.
- Possession of a Minnesota Class D Water Supply System Operator's Certificate and Class D wastewater/collection system operator certificate, or ability to obtain within twelve (12) months of employment.
- Possession of a valid Minnesota Driver's License and ability to maintain a Minnesota Class B Commercial Driver's License and required tanker, air brakes and endorsements within thirty (30) days of beginning employment.
- Ability to respond and arrive to work locations in Forest Lake within 30 minutes from time of call out.
- Successful completion of the City's physical examination including drug testing, if required.

PREFERRED EDUCATION AND/OR EXPERIENCE

Preference given to applicants with current possession of one or more required certificates/licenses, one to two years of post-secondary education in a related field or equivalent experience in a similar position. Two years of experience in equipment operations and general maintenance or equivalent. Two years of experience in operation of truck and light equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of practices, materials and equipment used in the maintenance, repair and inspection of City water and sewer systems.
- Knowledge of occupational hazards involved in the divisional operations
- Ability to understand and follow oral and written instructions of a fairly complex nature
- Ability to perform basic mathematical computations including addition, subtraction, multiplication, and division
- Ability to perform tasks with the use of the computer
- Skill in the care and use of hand and power tools
- Skill in providing basic preventative maintenance and making repairs on equipment used in this position.
- Ability to operate in an efficient and safe manner all equipment and vehicles required for this position.
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly and concisely in English, both orally and in writing.
- Ability to establish and maintain effective working relationships with supervisors, co-workers and members of the public.
- Ability to be on 24-hour emergency call-out with a response time of 30 minutes or less from place of residence.
- Ability to periodically be on call.
- Utilizes assigned equipment to effectively and efficiently complete assigned tasks and preserves equipment through proper use.
- Takes self-initiated action when need is apparent to ensure high quality maintenance of public improvements and avoidance of safety risks.
- Demonstrates ability to perform strenuous duties when required and uses sound judgment in emergency situations.

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- Required to maintain appropriate certifications and licenses required to work in the municipal water supply industry and keep abreast of new procedures and practices in the water treatment and supply industry.

PHYSICAL REQUIREMENTS

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40. May entail distance vision, color vision, peripheral vision, and depth perception.
- Stand, walk, bend, stoop, squat, crouch, kneel, balance or reach as required.
- Ability to stoop, kneel, crouch, sit, stand, push, twist, turn, and to perform movements requiring eye-hand coordination and manual dexterity for extended periods of time.
- Ability to climb and descend ladders.
- Ability to frequently carry to 50 pounds, occasionally lifting 75-100 pounds.
- Working ability to communicate effectively, both orally and in writing, and to read and comprehend all operating instructions, safety directions and work orders relating to assigned equipment tasks.

ENVIRONMENTAL ADAPTABILITY:

Work will be indoors and outdoors, around heavy equipment, exposure to dust, noise, fumes and engine exhaust, exposure to temperature extremes, expected to enter trenches, confined spaces and negotiate uneven, muddy and snow/ice packed terrain when necessary. On call for emergencies with hazards present during these situations.

JUDGMENT AND SITUATIONAL REASONING ABILITY:

Requires the ability to use logical thinking and/or industry or trade principles/standards to accomplish tasks, identify problems and determine when supervisor intervention is required. Coordinate data when requested by determining time, place, sequence of operations or activities based on available data and record final outcome. Ability to manage and make necessary judgments to accomplish assigned tasks.

MATHEMATICAL ABILITY:

Requires the ability to apply practical applications of fractions for reading tape measure, arithmetic for projects, figuring square feet, square yards, tons of material and other related calculations.

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION:

Requires the ability to communicate diplomatically with the public, especially when public disagrees with City positions, policies or standard requirements. Requires the ability to facilitate cooperation between department co-workers, the public and other departments.

The City of Forest Lake will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, sex, national origin, familial or marital status, status with regard to public assistance, disability, age, membership on a local human rights commission, or sexual orientation.