

Water Operations Specialist

DESCRIPTION OF WORK

General Statement of Duties:

Responsible for performance of general utility/public works activities. Duties include maintenance of water lines, sewer lines, and lift stations. Is responsible under supervision for the operation of water systems, and sewer systems.

Supervision Received:

Works under the general supervision of the Mayor, Waste Water Operator, City Clerk-Treasurer, or Deputy Clerk in the absence of the City Clerk.

Supervision Exercised:

No direct supervisory responsibility is required for this position.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed. Duties may vary from time to time and are at the discretion of the Mayor, Waste Water Operator, City Clerk-Treasurer or Deputy Clerk in the absence of the City Clerk-Treasurer. All requirements are subject to possible modification to reasonably accommodate an individual with a disability.

Lift Station

- * Daily checks all meters in control panel and record readings. Also checks all alarms or problems in lift station.
- * Runs portable generator according to established schedule. Adds/checks any chemicals needed for system as directed.
- * Performs preventative and minor maintenance that can be done, or calls for proper firm to do maintenance or major repairs.

Pump House

- * Daily checks pumps and records water usage.
- * Does fluoride check of water, daily or every other day.
- * Does nitrate and coliform bacteria tests as regulated by the State.
- * Sends in monthly water usage report and advises City on water usage and recommendation on water bans or restrictions.
- * Cleans buildings.
- * Orders fluoride when needed for system.
- * Performs preventative maintenance and minor maintenance that is needed, or has specialized person do work if it is required on the well.

KNOWLEDGE, SKILLS, AND ABILITIES

- * Limited self-supervision is required on a daily basis. Self prioritizing, scheduling and work accomplishment are required.
- * Considerable knowledge of the safe use of department equipment.
- * Considerable knowledge of tools, methods, operations, and materials used in the utility maintenance department.
- * Considerable knowledge of the occupational hazards and safety precautions necessary to perform all utility maintenance work.
- * Knowledge of MN Dept of Health, MPCA, and County requirements and considerable knowledge of safe water laws as they pertain to the utility operations.
- * Knowledge of City Ordinances as they pertain to the utility departments.
- * Considerable skill in operating equipment for general maintenance work on the water and sewer systems.
- * Ability to communicate orally and in writing.
- * Ability to read and interpret technical manuals and to determine solutions to a variety of utility maintenance and repair problems.
- * Considerable ability to perform water system maintenance and repair.
- * Considerable ability to perform sewer system maintenance and repair.
- * Considerable ability to climb ladders, and manipulate tools and objects requiring manual dexterity.
- * Ability to read, write and understand English.

PHYSICAL ABILITIES/ATTRIBUTES

- * Must have the ability to climb a ladder to access the sewer control room to read meters and equipment.
- * Must be able to work in areas with exposure to chemicals, and various environmental conditions such as dust, dirt, noise, disagreeable odors, and humidity.

POSITION REQUIREMENTS

- Education: High school graduate or equivalent preferred with ability to carry out required tasks.
- Experience: Desirable would be at least one year of utility maintenance experience. Experience in the maintenance and operation of equipment included but not limited to equipment related to utility maintenance.
- Miscellaneous: A valid commercial Minnesota Drivers License.