

JOB DESCRIPTION

CITY OF MORRISTOWN, MINNESOTA

JOB TITLE: Public Works Operator

DEPARTMENT: Public Works

POSITION SUMMARY: Perform functions of the Public Works department consistent with City Policies, objectives developed and/or approved by the City Council and Public Works Director.

POSITION AUTHORITY: Works with considerable independence within department goals and objectives.

RELATIONSHIPS: The Public Works Operator will work with the Public Works Director, City Clerk and City Administrator.

IMMEDIATE SUPERVISOR: The Public Works Operator as appointed will work under the direction and in consultation of the Public Works Director.

OVERSEES/DIRECTS: No employees

EMPLOYEE CONTACTS: All city staff and City Council.

OUTSIDE CONTACTS: County, State and Federal agencies, consultants, contractors and the general public.

RESPONSIBILITIES:

WATER AND WASTEWATER

Assist in maintaining the sanitary sewer system; operate, inspect, troubleshoot, and maintain lift stations and the City Wastewater Treatment Plant.

Assist in maintaining the water system; wells, water tower, fire hydrants, water mains, water meters and chemical feed pumps.

Oversee and assist in water, wastewater, and storm sewer line maintenance and replacement.

Assist in utility customer meter reading.

Maintains/repairs water meters to assure proper operation.

Reads water meters of all properties within the City that use water service.

Assist in completing required federal and state reports and forms.

Assist in prepare all required water and wastewater reports, which include but are not limited to, monthly MN Department of Health, monthly and quarterly MPCA reports, DNR annual water usage reports and monthly MPCA reports.

Assist working with area contractors as needed; oversee the work of City contractors for large projects.

Safely operate all types of heavy and light equipment including but not limited to a chainsaw, Skidster and Snow plow

Oversee and perform light maintenance on all equipment engaged in municipal activities.

PARKS AND BRUSHPILE

Performs general maintenance and upkeep of all city owned buildings including but not limited to; painting, minor interior and exterior construction.

Assists in mowing, trimming and spraying all city property of grass and weeds.

Maintains all park equipment.

Inspects annually on the condition of the park equipment.

Does inspections of brush pile, picks up unapproved items and files a monthly report with the City Council of unapproved items.

Maintains brush pile and burns when needed and when conditions are safe for burning (dryness and wind).

STREETS AND STORMWATER

Inspects/cleans and reports on all storm sewer manholes and keeps an updated chart of the inspection results.

Cleans storm sewer catch basins yearly and submits a written report.

Sweeps streets on a regular basis.

Keeps debris from storm sewer grates and along the curb and gutter.

Paints lines and other traffic control markings as approved.

Installs and maintains signs as approved.

Assists in maintaining Skidster, maintenance truck, street sweeper, lawnmowers, trimmers and any other power equipment with scheduled oil, filters, lubricating and other items recommended by manufactures for preventive maintenance

Assist in removing snow from City streets, City property, alleys, parking lots and ice rink with a skidster or plow truck.

EMPLOYMENT STANDARDS:

MINIMUM EDUCATION AND EXPERIENCE: Maintain a Minnesota Class D driver's license.
Maintain or have a plan to secure a Commercial Driver's License with 45 days of employment.

PREFERRED EDUCATION AND EXPERIENCE: Class D Water License and Class B Wastewater license. Commercial Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of the occupational hazards involved and the safety precautions necessary in equipment operation.

Considerable Skill in the use and care of tools, vehicles and equipment used in work.

Knowledge and ability to proficiently operate a skidster and plow truck.

Skill in the repair and maintenance of water, wastewater and storm sewer lines, equipment and facilities.

Mechanical ability aptitude is crucial as to learn and retain how processes work (water and sewer) and as well as Standard Operating Procedures for necessary tasks.

Considerable ability to communicate effectively and tactfully, both orally and in writing with other City staff, elected officials, regulatory agencies, contractors and the general public.

Considerable ability to read and interpret technical manuals and to determine solutions to a variety of operational and maintenance problems.

Considerable ability to perform mathematical calculations and analyze information.

WORKING HOURS

Normal working hours are from 7:30 a.m. to 3:30 p.m. Monday through Friday. The Public Works Worker may be called in for Storm events and snow events at other times as directed by the Public Works Director.

Saturdays, Sundays and Holidays there needs to be Mandatory checks of the City Water and City Wastewater System. These checks typically take 2 to 3 hours per day and the Public Works Worker will be expected to complete 50% of the weekends and holidays and arrange a schedule with the Public Works Director.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job.

Considerable ability to stand, walk, bend, crouch, stoop, pull and push, twist and turn and work in confined spaces when installing and making repairs to water, wastewater or storm sewer distribution systems, sometimes for long periods and/or repetitively.

Considerable ability to frequently lift and carry objects of varying weight up to 100 pounds. Use both large and fine motor skills and a keen sense of touch and smell daily to perform work.

Preferred not Required: Considerable ability to work at heights up to 140 feet (water tower) with some regularity and to maintain balance.

Considerable ability to perform manual excavation to locate and repair or place underground mains when necessary.

Considerable ability to work in confined spaces.

Considerable ability to work with and around hazardous Chemicals, irritants and strong fumes, and to work with potential exposure to infectious disease.

Considerable ability to use good vision including night vision and good hearing to detect problems and make repairs or maintain the systems on an ongoing basis.

Considerable ability to work outside in all types of weather.

The noise level in the work environment is usually moderate.

The duties listed here and within are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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