

## **Public Works Utility Operator 1**

Department: Public Works                      Classification: Full-time

FLSA Designation: Non-Exempt

Salary Range: \$14 to \$18 per hour

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### **REPORTING RELATIONSHIPS**

Position Reports to: Public Works Director

Positions Supervised: none

Coordinates with: Administration  
Recreation and Special Events Coordinator

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### **DISTINGUISHING FEATURES OF THE POSITION**

The Public Works Utility Operator 1 serves at the pleasure of the City Council, under the general supervision of the Public Works Director. This position performs the duties involving the maintenance and repair of city utilities such as sewer collection, sewer treatment, drains, roads, sidewalks, landfill and vehicles. This position must also have experience and knowledge in electrical, wiring, pumps and motors. This position requires running of heavy equipment including, but not limited to snowplowing and backhoe work. On-call work will be required.

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### **FUNCTIONS & DUTIES**

**As Public Works Utility Operator, this position will be responsible for the following departments:**

Sewer Collections – residential sewer taps, monitor lift stations, mains, pumps

Sewer Treatment – operation of lagoon system

Drains – maintenance of lines, detention basins

Roads – snowplow, maintain, mow weeds

Sidewalk – maintenance & repair

Landfill – operating & maintaining

Vehicles – maintenance, annual inspections

Garbage Cans – delivery and pickup from residents

**Duties include but are not limited to:**

- All residential utility infrastructure.
- Overseeing the development, operation, implementation and update of City's sewer system, storm drain system and street master plans.
- Overseeing the development, operation, implementation and update of City's Class IV landfill operation and coordinating recycling materials.
- Ensuring that proper safety devices and equipment are used in the work areas.
- Training new workers in assigned tasks when necessary.
- Responsible for maintaining training documentation.
- Performing required labor involved in construction, reconstruction and maintenance projects, including pavement repair and ditch digging.
- Determining the locations of utility lines prior to excavation.
- Performing sewer connections and new service orders.
- Driving trucks of various sizes and weights, including snow removal equipment and operate a variety of powered construction and maintenance equipment.
- Conducting on-site safety meeting with work crew(s) when applicable.
- Maintaining records to document adequacy, quality and timeliness of work performed.
- Investigating complaints made by members of the public and makes recommendations for corrective measures.
- Working in an extensive capacity within other functional areas, including making recommendations to the Public Works Director on various issues.
- Attending City Council, Planning Commission, Works Sessions, and Pre-Construction Meetings, etc., as needed or requested.
- Preparing and maintaining daily and monthly activity reports are required.
- Planning, organizing, managing, assisting and supervising the operations of the sewer, mechanical maintenance, automotive fleet and related activities of the City.
- Assuring proper maintenance of sand, salt and snow removal equipment for use during the winter.
- As directed or delegated, evaluating and developing recommendations for current city infrastructure and anticipate additional needs for city growth.
- Evaluating and develop recommendations for engineering services and city-wide administration, procedures, policies and programs.
- Maintaining and tracking the inventory of all public work assets, such as signs, streets, curb and gutter, sidewalks, sewer systems, storm sewer systems and others.
- Working to encourage and improve department operations, decrease liabilities, and improve service.
- Frequently work with community residents or businesses, elected officials or other community groups on various issues for internal and external matters.
- Communicate with co-workers, citizens, and others in a courteous and professional manner.
- Other duties as assigned.

**QUALIFICATIONS:**

**EDUCATION / EXPERIENCE / CERTIFICATION:**

- High school diploma; or equivalent
- Previous experience in a construction background
- Will be required to obtain State certification in wastewater operations for collections and treatment
- Must possess a valid driver licenses and may be required to get a CDL.
- May be required to be a registered storm water inspector
- May be required to be a non-commercial pesticide operator

**REQUIRED KNOWLEDGE:**

- Knowledge of law, mathematics, finance, budgeting, personnel management and public administration and of the use of complicated drawings, specifications, charts, tables, handbook, formulas; all varieties of precision measuring instruments. Equivalent to completed accredited apprenticeship in a recognized trade, craft or occupation; or equivalent to a four-year college degree.
- Knowledge of basic computer and technical skills.
- The materials, methods, equipment, and techniques commonly used in a given task.
- The hazards of such work and the safety precautions necessary to minimized them.
- Sewer repair, maintenance and installation.
- Considerable knowledge of materials, methods, practices and equipment of public works field operations such as water, sewer, maintenance, repair of streets, mechanical maintenance, automotive fleets, snow removal, and safety practices.
- Knowledge of civil engineering testing methods, principles, practices and procedures common to public work projects.
- Knowledge of pumps and motors
- Local infrastructure including the location and source of major utilities, rights-of-way, public property and public buildings.
- Understanding of standards and codes.
- Knowledge of technical and practical design of public works systems.
- Experience with electricity and wiring.

**SKILLS / ABILITIES:**

- Skilled in the art of diplomacy and cooperative problem solving.
- Some skills in administration and office procedures.
- Ability to manage time effectively.
- Ability to work in all types of weather for a prolonged period of time.
- Ability to establish and maintain effective working relationships with general public, subordinates, and other employees.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend solutions.
- Ability to communicate clearly and concisely, both orally and in writing.

## Plain City Corporation

- Ability to direct and supervise employees involved in simple infrastructure and maintenance programs.
- Ability to lift heavy objects that generally require assistance.
- Ability to lift, stand, bend, walk, crawl or climb.
- Must be able to pass a pre-employment drug screening test & background check.

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### **WORKING CONDITIONS:**

- Working conditions may vary.
- At times work in hazardous or potentially hazardous conditions with heavy equipment that is sensitive to over-handling and if not used correctly could injure or hurt others.
- Frequently works outdoors, often in extreme weather.