



Utilities and Public Works Assistant

FLSA Status: Non-Exempt

DESCRIPTION OF WORK

GENERAL STATEMENT OF DUTIES: This person is responsible for assisting the maintenance supervisor with all duties with the maintenance, operation, and repair of City equipment, streets, properties, and municipal water and wastewater systems. This person would also learn the basic operation of utility software and programs to assist in uploading and reporting data. They will need to effectively interface with utility billing clerk regarding matters relevant to both departments including meter reading and water usage.

SUPERVISION RECIEVED: Under direct supervision and direction of the maintenance supervisor.

SUPERVISION EXCERCISED: None

ESSENTIAL DUTIES AND RESPONSIBLITIES

- Help the Maintenance Supervisor maintain, operate and monitor municipal water system:
 - Operate within state and federal guidelines.
 - Take water samples, accurately prepare the required reports, and help submit them to appropriate agencies. Maintain water system maps, records, and maintenance logs.
 - Learn water treatment facilities processes including chlorination, fluoridation and controls.
 - Read and maintain water meters, investigate water usage and billing concerns.
 - Maintenance and repair of water tower, wells, pumps, water treatment plant, hydrants, curb stops, mains, gate valves, and other facilities.
 - Locate utilities per Gopher State One-call and/or as directed.
- Perform operation, monitoring, and maintenance of municipal sanitary sewer system:
 - Operate within state and federal guidelines.
 - Help Maintenance Supervisor/Worker take samples, accurately prepare required reports and submit to appropriate agencies; maintain sewer system maps, records, and maintenance logs.
 - Maintenance and repair of lift stations, collections systems, and wastewater ponds.
- Perform general street, alley, sidewalk, and parking lot maintenance:
 - Plow & remove snow, sand, traffic paint, seal coat, crack fill, hot patch, concrete repair, lay gravel, and grade.
- Maintain and operate all City equipment, including lawn mowers, front-end loader, dump truck (with or without snowplow), motor vehicles, and various smaller equipment.

- Help Maintenance Supervisor in care and maintenance of all municipal buildings.
- Parks and Other City Property: performs the following tasks:
 - Mowing, tree trimming, removal, planting, fertilizing, spraying and weeding.
 - Removal of refuse and debris; general clean-up and upkeep.
 - Help maintain ball fields and compost areas.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- The drive and talent to learn and understand the city as a whole and its supporting systems.
- Comprehensive knowledge of the materials, practices, methods, techniques, tools and equipment used in street, water, sewer, automotive repair, and related operations.
- Comprehension of state and federal workplace safety requirements and procedures.
- Knowledge of municipal water and wastewater operations including state and federal guidelines and requirements. Willingness to attend utility education programs or study at home to procure state licensing and certifications.
- Ability to communicate tactfully and effectively with the general public, regulatory agencies, contractors, elected officials, and staff.
- Ability to operate a PC using Word, Excel, and various utility programs as assigned.
- Ability to lift, carry, and move heavy objects weighing up to 50 pounds.
- Ability to work in adverse conditions. Often exposed to unpleasant odors, dangerous gases, confined spaces, heights and underground as well as various weather conditions.

MINIMUM REQUIREMENTS

- Must be willing to comply with Safe Operating Procedures.
- High school diploma or equivalent, with some post high school education or training in water, wastewater, or related field.
- Valid Minnesota Class B Driver's License
- Must be willing to submit to drug and alcohol testing.
- Must have a flexible schedule, be able to respond to calls, be willing be on-call for one week periods, and perform weekend rounds based on rotating schedule.