

Public Works and Utilities Operator Job Description

It is the responsibility of the Public Works, Water & Wastewater Operator to carry out the general duties of the Durand water and wastewater utility as well as perform a variety of maintenance tasks associated with streets, parks and the storm sewer system along with some heavy equipment operations as directed by the job description and written and verbal instructions from the Department Superintendent or City Council.

General duties:

1. Record maintenance on machinery, meter records, main valves, curb stops, and fire hydrants and sewer mains.
2. Maintenance of pumps and equipment related to the water and sewage distribution system as outlined in the equipment manuals.
3. Make general repairs to the water and wastewater distribution collection system.
4. Operate street maintenance machinery, including snow plow and sander attachments.
5. Have basic knowledge of carpentry, concrete work, household electrical, plumbing and welding (arc and wire feed).
6. Thorough knowledge in operation and daily maintenance of various items of heavy equipment.
7. Ability to follow simple oral and written instructions.
8. Good physical condition as this position may require some heavy lifting (up to 100 lbs.)
9. Any other items or duties as may be required by the Department Superintendent or required by the position.

Daily Responsibilities:

1. General street maintenance including: plowing, painting, crack-sealing, inspections, street sweeping, sidewalk repairs, tree-trimming, street light maintenance, etc.
2. General park maintenance including: cleaning restrooms, refuse collection, painting, hauling, structure maintenance, equipment maintenance, mowing, etc.
3. Assist the Superintendent with inspection and maintenance of the City's storm water infrastructure.
4. Assist the Superintendent in checking the general operation of the water and wastewater utility, maintains meter records, lab results and addition of water chemicals.
5. Be able to make adjustments to equipment to maintain the necessary operation of the utility.

Job Description
Utility Superintendent

6. Check operations of wells, water plant, wastewater lift stations and treatment plant to assure continued operations. Daily rounds on weekends and holidays will be on equally shared basis between all utility employees.
7. The City has an alarm system connected to the water and wastewater systems that activate a telephone pyramid notice should no operator be on site at the time of an alarm. The telephone pyramid first tries calling the Utility Superintendent's home, then each Operator's home, and finally the Pepin County Sheriff if no operator responds. Should the operator receive such an alarm telephone notice at home, he/she will respond to the wastewater treatment plant as soon as feasibly possible in order to attempt to correct the problem.
8. Be able to perform necessary lab functions for water and wastewater.
9. Any other items or duties as may be required by the Department Superintendent or required by the position.

Other requirements or duties consist of:

1. Be familiar with heavy machinery operations and maintain a commercial driver's license in good standing.
2. Maintenance and operation of the swimming pool as needed.
3. Maintain the proper certification for water and wastewater licensure.
5. City residency is required within 6 months of the completion of probation.