



JOB DESCRIPTION

JOB TITLE: Public Works Operator

DEPARTMENT: Public Works

IMMEDIATE SUPERVISOR: Public Works Lead

POSITION SUMMARY: This position performs non-supervisory, skilled, and manual work involving the operation of heavy equipment, maintenance of water, sewer, and street systems, maintenance of city-owned property and related public works duties, as required under the general supervision of the Public Works Lead. During predicted snowfalls, this position is on-call for snow plowing, as necessary. This position responds to city staff and resident requests and complaints regarding public works related activities and situations that involve public safety, e.g., repairing utilities, snowplowing, and sanding streets. Because this position is required to interact with both city staff and the general public, customer service skills, a positive attitude, effective communication and listening skills, and a good working relationship with others is mandatory.

CREATED ON: 2/12/2024

LAST REVISED: 2/12/2024

RESPONSIBILITIES:

The examples listed below are intended to illustrate the general nature and various responsibilities of the position, but are not necessarily all inclusive. Employees may be required to perform other job-related duties, as requested. The job description is subject to change as the needs of the employer and requirements of the job change. • Maintains all city property, including lawn care, tree care, building and grounds maintenance, snow removal, ice rink flooding and maintenance, and winterization of necessary equipment and buildings.

- Maintains and repairs city streets and alleys, including patching potholes, laying gravel, and sweeping.
- Responds to calls involving plugged sewers, sewer backups, water main breaks, requests for water shut-off, leaks, and frozen water lines.
- Straightens and replaces street signs that are damaged.
- Hangs and removes city holiday decorations, signs, and flags.
- Assists with the preventive maintenance of department vehicles.
- Maintains equipment through basic checks and services.
- Installs, repairs, and replaces water meters.
- Flushes, paints, repairs, and winterizes fire hydrants.
- Operates, inspects, maintains, wells and chemical feed pumps.
- Operates a welder for miscellaneous projects.
- Performs miscellaneous cleaning, maintenance, painting, and repair work as needed.
- Performs miscellaneous grounds maintenance and repairs.
- Checks and maintains pumps and lift stations.
- Operates the wastewater treatment plant.

- Inspect and record new water and sewer install information.
- Exercise discretion and independent judgement to perform daily functions without direct oversight by the Public Works Lead.
- Promote effective community relations.
- Performs other related duties, as assigned by supervisor.

MINIMUM QUALIFICATIONS:

- Maintain a Minnesota Class B driver’s license or have a plan to obtain within 6 months.
- Maintain or have a plan to secure a Class D Water and Class B Wastewater license. Approval to operate under a consultant with appropriate licensure is at the sole discretion of the City Council as a whole.
- Working knowledge of a computer and skill using programs such as Microsoft Word and Microsoft Outlook for email.
- Ability to follow oral and written instructions.
- Ability to communicate effectively with other city employees and the general public, and project calm demeanor with angry or disgruntled customers, using patience and compassion.
- Ability to be on-call, within a 30 minute response time.

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.
- 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.

I understand and accept the responsibilities and standards of the Public Works Lead position as described.

Public Works Lead: _____
Print

Sign

Date

Supervisor: _____
Print

Sign

Date