



CITY OF
SHOREWOOD

POSITION TITLE: Light Equipment Operator - Utilities
DEPARTMENT: Public Works
ACCOUNTABLE TO: Director of Public Works and Utility Lead Supervisor

OBJECTIVE AND SCOPE

Performs skilled, semi-skilled and manual labor in the maintenance of city streets, the operation, maintenance and repair of city utilities and related operations, including sanitary sewer, municipal water system, and storm sewer.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Must be able to work cooperatively with others, even during emergencies and challenging situations, maintain a positive work attitude, and not negatively impact the morale of others.
2. Must maintain an attitude of respect and professionalism at all times.
3. Operates, maintains and repairs Sanitary Sewer System.
4. Troubleshoots and repairs electrical pump panels, and wastewater pumps.
5. Performs inspections of sanitary sewer connections, disconnections, and pressure testing of services.
6. Maintains wastewater lift stations.
7. Operates, maintains and repairs municipal water system.
8. Operates, troubleshoots and repairs well control panels, fluoride and chlorine pumps and injection systems.
9. Performs inspections for water service connections and disconnections.
10. Maintains City fire hydrants for water maintenance and fire suppression.

11. Performs required chlorine, fluoride and water testing as required by the Minnesota Department of Health.
12. Performs routine maintenance and repair of storm sewers, ditches and culverts.
13. Performs drain cleaning manually and utilizing vacuum equipment.
14. Performs snow removal from streets, parking lots, ice rinks, trails, and sidewalks.
15. Maintains and repairs City streets including blacktopping, and culverts repair.
16. Performs confined space entries of sanitary sewer and municipal water systems in a safe manner and in accordance with OSHA safety standards and City policies.
17. Maintains accurate records of sanitary sewer and municipal water service ties.
18. Attends safety meetings as required and follows necessary safety precautions.
19. Attends meetings and training as required.
20. Responds for on-call duty and emergency call-outs as required for snow removal and ice control operations, severe rainstorms and other emergency conditions.
21. Must be available for on-call duties on a rotating basis and for work on Saturdays, Sundays and holidays.
22. Performs other duties as apparent or assigned.

EDUCATION and/or EXPERIENCE

High School Diploma or general education degree (GED); and a minimum of two (2) years experience in a municipal utility; or equivalent combination of education and experience.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, maps, and procedure manuals.
- Ability to prepare routine reports and correspondence.
- Ability to maintain records, complete daily logs, forms, and prepare reports.
- Ability to follow written and oral instructions.
- Ability to communicate effectively with City staff, elected officials, contractors and the general public.
- Must be proficient in reading, writing and speaking English.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.

- Knowledge of weights, measures and volumes and the ability to convert between various units.
- Ability to read and decipher as-built utility record drawings.
- Ability to operate light and heavy Department equipment.
- Knowledge of proper use of tools, equipment used in utility maintenance and repair.
- Knowledge of utility maintenance and repair.
- General knowledge of computer operations and software programs.
- Considerable knowledge of standard materials, equipment and safe work practices related to public works operations.
- Working knowledge of utility maintenance and/or construction activities.
- Ability to understand electrical designs, schematics, and drawings.
- Knowledge of OSHA rules and regulations.
- Knowledge of the “Right to Know – Safety Material Data Information”.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Minnesota Class A Commercial Drivers License with Tanker Endorsement, or become licensed within 8 months of employment with the City.
- Valid Minnesota Class SC Wastewater License
- Valid Minnesota Class C Water License

In compliance with the American With Disabilities Act the following represents the Physical and Environmental Demands: The position requires an equal amount of time spent standing, walking, and sitting. Lifting, pushing/pulling, or carrying objects weighing up to twenty five (25) pounds is regularly required, fifty (50) pounds is frequently required, and moving over one hundred (100) pounds occasionally required. Climbing, stooping, kneeling, crouching, crawling, twisting, and bending are sometimes required. Repetitive movements of the hands are sometimes required. Audio, visual, and verbal functions are essential functions to performing this position. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions, including inclement weather conditions. The employee is frequently required to work in wet, humid conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.