

**To: HONORABLE MAYOR AND CITY COUNCIL.**

**FROM: Dave Maroney, City Administrator.**

**SUBJECT: Maintenance Operator II Revised Job Description.**

**DATE: September 11, 2019.**

**BACKGROUND.**

For the past several months the Public Works Department has been attempting to recruit qualified applicants to fill the vacant position of *Maintenance Operator II*. To date, no one has been hired to fill the vacancy and a revision to the job description is now recommended as one means for possibly attracting more interest in the position. The proposed revised job description is attached – see “Special Requirements”.

**REQUESTED COUNCIL ACTION.**

The City Council is asked approve a revision to the Job Description for the *Maintenance Operator II* position requiring that the Minnesota Class D Water License be obtained within 18 months of the hiring date rather than upon hire.

# Maintenance Operator II

Dept/Div: *Public Works*

FLSA Status: *Non-Exempt*

## **General Definition of Work**

Performs intermediate skilled trades work in the operation of City wastewater operations, general City wide maintenance, and related work as apparent or assigned. Work is performed under the limited supervision of the Utilities Supervisor.

## **Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Essential Functions**

Participate in the daily operation of the Wastewater Utility Division; repair equipment; read meters; assist with sewer line cleaning and televising.

Conduct line locate operations.

Generate paperwork and reports as required.

Maintain City owned ballfields and parks; mows and repairs sod; make routine repairs to equipment and facilities; assist with welding and painting.

## **Knowledge, Skills and Abilities**

Thorough knowledge of the City's policies and procedures.

Thorough knowledge of safety policies, industry practices and procedures.

Comprehensive knowledge of equipment maintenance manuals.

Comprehensive knowledge of sanitary sewer and potable water maps.

Thorough knowledge of wastewater operations, policies and procedures.

Thorough knowledge of sampling frequency and procedures.

Thorough knowledge of lab testing and wastewater reports.

Thorough knowledge of maintenance reports.

Ability to operate lawnmowers, trimmers and snow removal equipment.

Thorough knowledge of locating and line tracing equipment.

Ability to calculate flow and wastewater formulas.

Ability to compute rates, ratios and make arithmetic computations.

Knowledge of standard and specialized software applications.

Ability to establish and maintain effective working relationships with co-workers, supervisors and members of the public.

## **Education and Experience**

High school diploma or GED and considerable experience in plumbing or construction, or equivalent combination of education and experience.

## **Physical Requirements**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of over 100 pounds of force.

Work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires standing, sitting, tasting or smelling and repetitive motions.

Work requires close vision, ability to adjust focus, depth perception, color perception and night vision.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word.

Hearing is required to perceive information at normal spoken word levels.

Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms' length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Work frequently requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, exposure to outdoor weather conditions and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to vibration.

Work is generally in a moderately noisy location (e.g. business office, light traffic).

## **Special Requirements**

MN Class D Water License **within 18 months (September 17, 2019).**

MN Class D Wastewater License within 2 years.

Certified Pool Operator desired.

Valid commercial driver's license with Air brakes endorsement.