

Title of Class: Utility & Public Works Associate
Effective Date: June 10, 2013
FLSA Status: Non-Exempt

DESCRIPTION OF WORK

General Statement of Duties: Performs semi-skilled maintenance operations work involving the water, wastewater, electric and gas utilities; streets and parks; and city-owned properties. Performs related duties as required.

Supervision Received: Works under the general and technical supervision of the Public Works Superintendent, or Lead Utility & Public Works Associate in the Superintendent's absence.

Supervision Exercised: None.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- * Assists in water plant proper operations including taking daily readings, maintaining records, assisting in backwashing the water and iron filter; and cleaning and maintaining motors and pumps.
- * Assists in maintaining fire hydrants including lubricating and painting.
- * Performs general maintenance to pump house buildings including inspecting paint and changing the light bulbs.
- * Cleans and takes readings and assists in repairing or replacing water meters.
- * Assists in performing water hood-ups and disconnects; replaces curb stops.
- * Inspects and monitors lift stations for proper operation of motors and pumps, checks wet well for proper elevation.
- * Assists in maintaining lift stations including cleaning and replacing filters, replacing fuses, and maintaining pumps.
- * Operates equipment as required by the job including digger/derrick, boom truck, backhoe, pay loader and water and wastewater department equipment as directed.

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- * Assists in repairing and installing gas service lines and secondary lines on existing and new construction.
- * Checks for possible leaks, locates source and notifies homeowners.
- * Assists in adding odorant to gas semi-annually and tests odorant level monthly.
- * Assists in reading, installing, and replacing gas meters.
- * Assists in the construction and maintenance work on overhead electrical transmission systems, including setting poles and anchors, stringing wire, and other hardware and making all connections; also installing, changing and repairing street lights.
- * Assists in construction and maintenance work on underground electrical systems, including cleaning cable, laying and pulling wire, installing all hardware, and backfilling trenches; removing poles and wires of existing overhead systems being replaced.
- * Answers basic service calls, diagnoses problems and makes recommendations to the Utility & Public Works Superintendent.
- * Trims trees as directed to keep overhead lines clear.
- * May assist in solving billing problems by answering customer's usage and operational questions.
- * Assists in maintaining substation equipment including changing fuses and checking the recloser battery.
- * Assists in reading electric meters, records findings and reports to supervisor for billing; takes final readings.
- * Assists in conducting the annual inventory and in stocking shelves in the shop; cleans and maintains the shop.
- * Assists in installing seasonal banners, decorative lighting, and holiday decorations.
- * Paints street light poles, water plant, shop, and transformers as needed.
- * Maintains and operates pick-up truck with plow for snow removal.
- * Performs maintenance on city-owned swimming pool including maintaining proper chlorine levels and cleaning and painting pool surface.
- * Performs basic maintenance on park shelter including disposal and grounds keeping.
- * Assists other departments as needed.

KNOWLEDGE, SKILL, AND ABILITIES

- * Working knowledge of tools, methods, operations and materials used in water and waste water operations.
- * Working knowledge of approved methods, materials, tools and equipment used in overhead and underground electrical system construction maintenance and repair.
- * Working knowledge of the occupational hazards and safety precautions of water, wastewater, gas and electric trades.
- * Working skill in the use and care of tools, vehicles, and equipment used in the work. Some skill in the repair and maintenance on electrical, water, wastewater and gas equipment and facilities.
- * 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 utility systems, sometimes for long periods and/or repetitively.
- * Considerable ability to frequently lift and carry objects of varying weight up to 65 pounds including large spools of wire, piping cutting tools, capacitors, bolts, street lights and boxes of supplies.
- * Considerable ability to perform manual excavation to locate and repair or place underground wire and mains and to climb poles when necessary.
- * Considerable ability to work at heights up to 40-45 feet with some regularity and to maintain balance.
- * Considerable ability to work with and around hazardous chemicals and strong fumes, and to work with potential exposure to infectious disease.
- * Considerable ability to work extensively with high voltage wire with potential for severe electric shock.
- * 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 use both large and fine motor skills and a keen sense of touch and smell daily to perform work.
- * Considerable ability to work outside in all types of weather including severe weather.
- * Working ability to communicate effectively and tactfully with other City staff and customers.

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- * Working ability to follow oral and written instructions and to work independently with minimal directions.
- * Working ability to read and interpret technical manuals and to determine solutions to a variety of operational and maintenance problems.
- * Working ability to perform minor mathematical calculations.
- * Some ability to locate underground cable and the locations of water and gas leaks, detect and analyze the cause of problems, and make needed repairs.
- * Ability to obtain gas operator qualification within two years of hire date.
- *As per City of Lake Park Personnel Policies, Part III, Section 1.0: General Standard of Conduct: The job performance and personal conduct of each employee reflects directly and indirectly upon the reputation of the City. Therefore, it is important that each employee adheres to established policies and behaves in an ethical manner at all times. In addition to exercising sound judgment and conscientiously performing their duties, employees are expected to follow the guidelines set forth in this section in order to maintain the standards of the City.

MINIMUM QUALIFICATIONS

Must have six months of experience operating and maintaining equipment and facilities in one of the following: natural gas; electric line maintenance; or water and wastewater fields. Must possess or have the ability to obtain Class D water and wastewater operators certificate within two years of hire date. An associate's degree in water systems and treatment, or power line construction maintenance may substitute for the required experience. Must possess and maintain a valid Minnesota Class C driver's license.