

Title of Class: Lead Utility & Public Works Associate
Effective Date: February 12, 2018
FLSA Status: Non-Exempt

DESCRIPTION OF WORK

This position assists the Utility & Public Works Superintendent in the construction, maintenance and repair of electrical and gas systems. Performs skilled maintenance on water and wastewater systems, streets, parks and City owned properties.

Supervision Received: Works under the general and technical supervision of the Utility & Public Works Superintendent. Limited supervision with general autonomy in determining how objectives are achieved; Superintendent generally sets operating benchmarks, goals and objectives.

Supervision Exercised: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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 the Construction, Maintenance and Repair of the Electric and Gas Systems

Electric Utility

- Performs construction and maintenance work on overhead electrical transmission systems including setting poles and anchors, stringing wire, installing and changing transformers, installing underground vaults, trimming trees to keep overhead lines clear, insulators and other hardware and making all connections.
- Performs construction and maintenance work on underground electrical systems including cleaning cable, laying and pulling wire, installing all hardware, making connections and backfilling trenches; removes poles and wires of any existing overhead systems which are replaced.
- Performs installation and repair work on secondary connections including required transformer banks.
- Checks lines for proper balance.
- Inspects ripple control annually and replaces if required.
- Installs single and 3-phase meters; checks for accuracy.
- Assists in verifying or adjusting mapping of underground wire and street lighting after preliminary plans are drawn by the engineer.
- Assists in maintaining substation equipment including changing fuses, checking the re-closer battery and disconnecting the regulator.

Gas Utility

- Repairs and installs gas service lines and secondary lines on existing and new construction.
- Checks for possible leaks, locates source and notifies homeowners.
- Maintains meter sites.
- Assists in adding odorant to gas semi-annually and tests odorant level monthly.
- Conducts leak surveys and cathode testing to determine the condition of the gas lines.

Conducts Maintenance of the Water Utility

- Inspects the water plant for proper operation; takes daily readings and maintains records.
- Backwashes the water and iron filter; cleans and maintains motors and pumps.
- Collects water samples for testing.
- Maintains records of amount of water pumped and chemicals used in water treatment.
- Maintains fire hydrants including lubricating and painting.
- Installs, cleans, takes readings and repairs or replaces water meters.
- Performs water hook-ups and disconnects; replaces curb stops.
- Locates main breaks and repairs or replaces water mains.

Conducts Maintenance of the Wastewater Utility

- Inspects and monitors lift stations for proper operation of motors and pumps and checks wet well for proper elevation.
- Performs maintenance at lift stations including cleaning and replacing filters, replacing fuses and maintaining pumps.
- Assists in maintaining pond system.

Provides Skilled Maintenance of Streets, Parks and City Owned Properties

- Installs, changes and repairs street lights.
- Performs general maintenance to pump house building including inspecting paint and changing the light bulbs.
- Assists in conducting the annual inventory and stocks 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 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 in General Duties as Directed

- Answers service calls, diagnoses problems and makes repairs to overhead and underground utility systems and service connections.
- May assist in solving billing problems by answer customer's usage and operational questions.
- Disconnects and reconnects utilities for non-payment.
- May locate underground utilities for "Gopher One"; may call in digging permits.
- Reads utility meters, records findings and reports to City Center for billing; takes final meter readings.
- May act as back-up for the Superintendent in his/her absence.
- Provide work direction to Utility and Public Works Associate and seasonal streets/parks worker.
- Assists other departments as needed.

KNOWLEDGE, SKILLS AND ABILITIES

- Requires application of a variety of procedures, policies and/or precedents and moderate analytical ability in adapting standard methods to fit facts and conditions using generally prescribed procedures.

- Considerable knowledge of tools, methods, operations and materials used in the maintenance and repair of gas, water and wastewater operations.
- Considerable knowledge of the approved methods, materials, tools and equipment used in overhead and underground electrical system construction maintenance and repair.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals, while able to perform intermediate troubleshooting or analysis of problems.
- Working ability to locate underground cable and locations of water and gas leaks, detect and analyze the cause of problems and make necessary repairs including manual excavation.
- Significant skill in the use and care of tools, vehicles and equipment used in the work.
- Ability to communicate effectively with work team and occasional, incidental public interaction.
- Ability to climb poles and maintain balance in a boom truck at 40-45 feet in elevation.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions and decimals; compute rate, ratio and percent and draw and interpret bar graphs.
- Ability to respond to emergency events that include severe weather, storms, flooding and blocked roads.
- Ability to follow instructions.

MINIMUM QUALIFICATIONS

Education and experience: Minimum of a High School diploma/GED and three to five years of experience operating and maintaining equipment and facilities in three of the following: natural gas; electric line maintenance; or water and wastewater fields.

Certification/Testing: Must possess a CDL and maintain a healthy driving record. Must have ability to obtain and maintain Class D water and wastewater operator's certificate within two years of hire date. Ability to obtain gas operator qualification within two years of hire date. Re-certification of water and wastewater license every four years, natural gas operator qualification every two years, ongoing JT&S training for electric utilities and pool maintenance certification every five years.

WORKING CONDITIONS AND PHYSICAL DEMANDS

This position spends most time working alone, near moving mechanical parts and in outdoor weather conditions. Frequently exposed to extreme weather conditions including hot weather above 90 degrees, blizzard conditions, wet conditions, and extreme cold and extreme winter conditions (ice).

- Frequent contact with the department and other departments, outside agencies and public (supplying or seeking information) on specialized matters requiring detailed or technical responses/explanations.
- This position is occasionally exposed to toxic/caustic material, blood borne pathogens, fumes or airborne particles, grease/grime and annoying/sickening odors.
- Most of time is spent standing and walking; frequent sitting, bending or stooping, kneeling or squatting, working with arms above shoulder, climbing, and lifting, carrying pushing or pulling equipment and supplies up to 60 pounds.
- The job requires that this position occasionally lift, carry, push or pull equipment or supplies over 60 pounds.
- Occasional exposure to high height (40-45 feet), precarious spaces, electrical shock, and slippery conditions.

- Considerable mental effort and stress while working with high amounts of detail and occasional deadlines and intermittent exposure to inappropriate verbal communications from public.
- Vision requirements are close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Hand and power tools, heavy equipment (pay loader, snowplow, backhoe tractors, skid steer and other machines required for street maintenance), specialized equipment (digger derrick, boom truck, and all hotline tools and test equipment such as PMT, amp, voltage, ohm and capacitor meters) trencher, light equipment (pickups, chainsaws, weed trimmers, etc.), shop equipment.

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.

****Must pass background check for employees 18 years of age or older.**