



## City of Cloquet Job Description

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**POSITION:** Lead Pumphouse Operator  
**DEPARTMENT:** Public Works-Lake Superior Waterline  
**REPORTS TO:** Utility Maintenance Supervisor / Asst. Utility Maintenance Supervisor

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### **SUMMARY**

Under the direction of the Assistant Utility Maintenance Supervisor, participates in the day to day operations of the Cloquet Lake Superior Waterline Pumping Operations.

Works with the Utility Maintenance Supervisor and the Assistant Utility Maintenance Supervisor, to determine and monitor all pumphouse maintenance projects and activities to ensure efficient operations and uninterrupted water service to customers.

### **ESSENTIAL FUNCTIONS OF THE JOB**

Works with the Assistant Utility Maintenance Supervisor to develop, assign and monitor all pumphouse operator shift schedules, work assignments and major maintenance projects for the Water Pumping Facility.

Completes appropriate daily, monthly and annual reports and paperwork related to pumping facility operations, (flow, chemical, electrical use, water lab records, etc.)

Maintains inventory, and works with the Assistant Utility Maintenance Supervisor to obtain and review price quotations, and places orders for required equipment, parts, materials and supplies.

Ensures compliance with all applicable work safety standards and State and Federal health regulations as they relate to the operation of a public water supply and wastewater collections system.

Assists the Assistant Utility Maintenance Supervisor with the implementation of the department's Risk Management Plan, Process Safety Management Guidelines, and/or other similar programs/plans as required by the State or Federal government.

Oversees operation of the department's Water Quality Lab to maintain Department of Health certification.

Performs duties of Qualified Pumphouse Operator.

Performs other duties as apparent or assigned.

## **SUPERVISORY RESPONSIBILITIES**

Assists the Assistant Utility Maintenance Supervisor with overseeing and evaluating the performance of the Pumphouse Operators for the Lake Superior Waterline Division.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty 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.

## **EDUCATION AND/OR EXPERIENCE**

High school diploma or general education degree (GED).

Five (5) years experience working with water distribution, water pumping facilities or related experience.

Applied Science Degree in a Water/Wastewater Technology program from a two year Vocational Technical School is preferred.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, written correspondence, and electrical drawings. Ability to write routine reports and correspondence. Ability to communicate verbally with co-workers, supervisors and the general public.

## **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to understand and compute rates, ratios, percentages, areas and volumes.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

Basic knowledge of computer operations, including word processing and spreadsheet software and data base applications.

Basic knowledge and understanding of electronics, electrical circuits and electrical drawings.

Working knowledge and understanding of electrical motors, starters, relays and automated controls, including computerized SCADA systems.

Knowledge of the installation, operation, maintenance and repair of pumps and other hydraulic equipment.

Basic plumbing knowledge.

Knowledge and understanding of applicable work safety standards and state and federal health regulations related to operation of a public water supply and OSHA regulations.

Knowledge and ability to collect and complete advanced water quality tests to include turbidity, color, pH, temperature, coliform bacteria and chlorine residual.

Ability to work independently with little supervision.

## **CERTIFICATES, LICENSES AND REGISTRATIONS**

Class C Minnesota Department of Health Waterworks Operators Certificate.

Minnesota Department of Health, Safe Drinking Water Lab Certification for Fecal and Total Coliform.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to vibration. The employee occasionally works in high, precarious places and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.