



City of Cloquet Job Description

POSITION: Qualified Pumphouse Operator - Relief
DEPARTMENT: Public Works-Lake Superior Waterline
REPORTS TO: Lead Pumphouse Operator

SUMMARY

Operates, maintains and monitors the Cloquet Lake Superior Waterline Pumping Operations.

ESSENTIAL FUNCTIONS OF THE JOB

Monitors and maintains 10 MGD raw water supply system, including two pump stations, two ground storage reservoirs, industrial customers and related telemetering equipment.

Performs routine maintenance and repair of water plant mechanical equipment, including water pumps, chlorine injectors, flow meters and charts, compressors, valves, and other related equipment.

Operates and maintains water plant electrical equipment, including starters, relays and computerized control and data acquisition (SCADA) systems.

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

Conduct routine daily and monthly water quality lab tests and interpret water test results for turbidity, color, pH, temperature, coliform bacteria and chlorine residual.

Responds to customer complaints or questions regarding water quality problems and inquiries regarding status of pumping operations.

Responds to after-hours emergency calls or complaints.

Performs routine building and ground maintenance, including cleaning, painting, grass mowing, snow shoveling, etc.

Performs other duties as apparent or assigned.

WORK SCHEDULE

As a Relief Pumphouse Operator, the employee fills in for other Pumphouse Operators who are on vacation leave or sick leave. Job involves working various shifts, which includes days, nights and weekends.

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). 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 communicate verbally with co-workers, supervisors, customers 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 apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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.
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 and noise. 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.