



City of Cloquet Job Description

POSITION: Truck Driver/Utility Maintenance Person
DEPARTMENT: Public Works-Utilities
REPORTS TO: Utility Maintenance Supervisor

SUMMARY

Participates in the day to day operation of the Cloquet Utilities Department, including supply and distribution for a 1.3 MGD domestic groundwater well system and a 12 MGD industrial surface water system, and the operation and maintenance of a 55 mile long sanitary sewer collection system, and a 24 mile long storm sewer system to insure uninterrupted service; operates tandem axle dump truck for the Public Works Department.

ESSENTIAL FUNCTIONS OF THE JOB

Monitors and maintains well houses and other pumping facilities, water towers, filter plant, and reservoirs.

Monitors, maintains, repairs and adjusts water plant mechanical equipment to include water pumps, chemical feed pumps, flow meters and charts, compressors, valves, filter beds, and other related equipment.

Monitors, operates, and maintains water plant electrical equipment to include starters, relays, and computerized control and data acquisition (SCADA) systems.

Reads and records daily operating data for pumping facilities (flow, chemical and electrical use, etc.)

Collects daily and monthly water samples and performs various water quality control tests.

Installs, maintains and repairs water distribution and transmission systems to include water mains, taps, service lines, valves, hydrants, meters and air release valves.

Installs, repairs, tests and reads customer water meters.

Turns off water service to delinquent customer accounts.

Installs, cleans, maintains, and repairs municipal sanitary and storm sewer collection systems to include sewer mains, manholes, service taps, building services and catch basins.

Monitors, cleans, maintains, troubleshoots and repairs sanitary sewage pumping stations

including pumps, motors, electrical controls, piping, buildings and grounds.

Completes I&I (inflow and infiltration) inspections, and F.O.G. (Fats, Oils, Grease) inspections.

Locates surface and subsurface buried water, wastewater, storm sewer, and electrical lines.

Responds to customer complaints regarding water quality problems or complaints.

Assists with snow removal activities from highways, streets, alleys and parking lots.

Performs routine vehicle maintenance such as daily truck inspections, oil changes, lubrication and other operator related maintenance.

Hauls sand, gravel, blacktop and other construction related materials with the use of a tandem axle dump truck.

Responds to emergency situations such as broken water mains, well failures, water outages, sewer backups, power outages, snow emergencies, flooding, street problems, etc.

Operates and maintains equipment used in sewer line and distribution line maintenance and repair.

Maintains inventory of necessary repair materials, parts and equipment.

Completes appropriate daily, monthly and annual reports relating to all maintenance activities for the water distribution and wastewater collection system and maintain computerized database.

Responds to customer complaints regarding sewer backups or questions regarding department services.

Performs other duties as apparent or assigned.

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). Four (4) years' experience with municipal water and wastewater collection systems or related experience. Applied Science Degree in a Water/Wastewater Technology program from a two-year Vocational Technical School is preferred. Two years experience in a construction related field as well as experience

with the operation of various equipment such as dump trucks, excavators, hydro jet vac trucks, skid steer, front end loaders, etc.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, written correspondence, maps, and construction plans. Ability to write routine reports and correspondence. Ability to communicate verbally, in a professional manner, with co-workers, material and equipment vendors, 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 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.

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

Ability to plan and execute MN DOT traffic control
Knowledge of safe work practices associated with chemicals, high voltage electricity (2400V), large moving equipment, gases and liquids under pressure, and other occupational hazards

Knowledge of the methods, tools, equipment, chemicals, and materials used in the treatment of water for consumption.

Ability to think and act with good judgement during emergency situations.

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

Knowledge of methods, techniques, tools, materials and equipment used in pipeline construction, maintenance and repair.

Basic plumbing knowledge.

Knowledge and ability to collect and complete routine water tests to include chlorine, manganese, turbidity, and fluoride.

Knowledge and understanding of applicable work safety standards and regulations, including confined space entry, OSHA, CDL, MDH, MPCA, and MNOPS regulations.

Ability to use good judgement and work independently with little supervision.

General knowledge of MS4 practices, storm outfall training and inspecting.

General knowledge of responsible salt/sand application, equipment calibration and best practices for snow and ice removal.

CERTIFICATES, LICENSES AND REGISTRATIONS

Minnesota Class A Commercial Driver's License with airbrakes and tanker endorsement

Class B €, Minnesota Department of Health Waterworks Operators Certificate. (Must have, or be able to obtain within fifteen (15) months, a State Class D Water Operator Certificate and obtain a Class C Water Operator Certificate within thirty-nine (39) months and Class B Water Operator Certificate within seventy five (75) months and continue to maintain such certificate.

Class SDC Minnesota Pollution Control Agency Wastewater Operator Certificate. (Must have, or be able to obtain within fifteen (15) months, a MPCA Class SD Wastewater Operator Certificate Must be able to obtain, within thirty nine (39) months a MPCA Class SC Wastewater Operator Certificate and continue to maintain such certificate while employed.

Must have, or be able to obtain within six (6) months of hire, Competent Person Training Certificate in compliance with ~~1990~~ OSHA Trenching & Excavation Standards and Confined Space Entry procedures.

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

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 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. Must be able to work expanded shifts and/or be called in for emergency work 24/7 with little or no advanced notice.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts, heavy machinery, low to high trafficked roads and is frequently exposed to vibration. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, human waste/blood borne pathogens, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.