



City of Cloquet Job Description

POSITION: Utility Maintenance Supervisor
DEPARTMENT: Public Works-Utilities
REPORTS TO: Director of Public Works

SUMMARY

Oversees and participates in the day to day operations of the water, wastewater and Lake Superior Waterline Operations of the Cloquet Utility Department, including determining and monitoring all maintenance projects to ensure efficient department operations to effectively meet the needs of the City and its customers.

ESSENTIAL FUNCTIONS OF THE JOB

Plans, prioritizes, schedules, assigns, supervises and reviews the work of staff responsible for activities and operations related to providing maintenance services for the water supply and distribution system, the wastewater collection system and the Lake Superior Waterline and pump station operations.

Oversees the Lake Superior Waterline operations, including all distribution, mechanical equipment maintenance, pumphouse staff, buildings and control systems.

Troubleshoots, maintains and repairs water plant mechanical equipment to include water pumps, chemical feed pumps, flow meters, compressors, valves, and other related equipment.

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

Confers with the Director of Public Works to prepare the annual budget for the Utilities Department and monitor compliance with approved budget. Likewise assists with the development of the annual and five-year capital improvement plan for the Department.

Completes appropriate reports and paperwork related to employee hours, maintenance records, operations and activities.

Keeps inventory and orders required equipment, parts, materials and supplies, including obtaining and reviewing vendor price quotations when required.

Researches and makes recommendations regarding the purchase of major equipment, services 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 collection system.

Responds to citizen and customer complaints and questions regarding the department's operations and services.

Serves as part of the Public Works Management Team and works with other Public Works Department personnel to effectively achieve the City's public works objectives.

Supervises maintenance crews and Pumphouse staff to ensure effective operations; may participate as a working member of the team.

Monitors all department operations and develops appropriate maintenance projects and schedules to ensure efficient and reliable operations.

Suggests changes in working conditions and use of equipment to increase efficiency of work crew.

Analyzes and resolves work problems, or assists workers in solving work problems.

Performs other duties as apparent or assigned.

SUPERVISORY RESPONSIBILITIES

Supervises employees in the Water, Wastewater Departments and Lake Superior Waterline Pumphouse, either directly or through subordinate supervisors. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include screening, interviewing, and training employees; planning, assigning, and directing work; appraising performance; disciplining employees; addressing complaints and resolving problems; and the ability to effectively recommend the hire, adjustment of grievances, transfer, promotion, suspension, demotion and discharge of employees.

WORKING HOURS

Normal working hours are from 7:30 a.m. to 4:00 p.m., Monday through Friday. Frequent overtime work hours to complete the essential duties may also be required. Emergency response commonly required for water main breaks, pump station alarms or other emergency utility situations. Punctuality and minimal absences required.

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 of progressively responsible experience working with municipal water pump stations, distribution and wastewater collection systems.

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

Minimum of two years experience in a lead worker position or supervisory capacity.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to prepare written reports and correspondence. Ability to communicate effectively with employees, citizens, customers, supervisors and the City Council. Ability to give verbal presentations. Ability to read and understand construction plans, electrical drawings, and technical equipment operation and repair manuals.

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 define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to make independent decisions.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of computer operations, including the ability to learn and use computer programs including Microsoft Office (Word, Excel, Access, One Note, Publisher) or Adobe.

Basic knowledge and understanding of electronics, electrical circuits and electrical drawings with ability to troubleshoot circuitry problems.

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

Working knowledge of hydraulics as it relates to the operation, maintenance and repair of a municipal water supply and distribution system.

Working knowledge of the installation, operation, maintenance and repair of pumps and related hydraulic equipment.

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

Basic knowledge and understanding of applicable work safety standards and state and federal health regulations as they relate to the operation of a public water supply and wastewater collection system.

Ability to manage multiple projects at one time, anticipate workloads and schedule staff and projects accordingly.

CERTIFICATES, LICENSES AND REGISTRATIONS

Minnesota Class B Commercial Driver's License with tanker endorsement.

Minnesota Class C Department of Health Waterworks Operators Certificate.

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

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 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, 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 in outside weather conditions. Often such weather conditions are during inclement weather or weather extremes including both sub-zero and extreme heat. The employee occasionally works near moving mechanical parts and is occasionally exposed to toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is usually loud.