



## City of Cloquet Job Description

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**POSITION:** Qualified Pumphouse Operator  
**DEPARTMENT:** Public Works-Lake Superior Waterline  
**REPORTS TO:** Utility Maintenance Supervisor

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### **SUMMARY**

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

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

Monitors and maintains 12 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, 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, 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; dispatch appropriate intown employees/crews.

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

Orders supplies and chemicals for pumphouse operations

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). Five (5) years experience working with water distribution, water pumping facilities or a related field. 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, in a professional manner, 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. Ability to comprehend residential calls and complaints.

## **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, and 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 of safe work practices associated with chemicals, high voltage electricity (2400 V), large-moving equipment, gases and liquids under pressure, and other occupational hazards.

Ability to think and act with good judgement during emergency situations, such as unexpected events, power outages, and sudden mechanical failures.

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

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

Ability to use good judgement and work independently with little to no supervision.

### **CERTIFICATES, LICENSES AND REGISTRATIONS**

Class C Minnesota Department of Health Waterworks Operators Certificate

### **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 that require special safety precautions.

The noise level in the work environment is usually loud.