



# JOB DESCRIPTION

## PUBLIC SERVICES WORKER UTILITIES

City of Fridley, Minnesota

<b>Date:</b>	November 29, 2018		
<b>Position Title:</b>	Public Services Worker – Utilities		
<b>Department/Division:</b>	Public Works / Water & Sewer		
<b>Grade:</b>	Grades 1-3	<b>Hourly Rate:</b>	\$18.53 to \$28.90 per hour, DOQ
<b>FLSA Status:</b>	Non-exempt		
<b>Position Reports And Is Accountable To:</b>	Utilities Operations Manager		

**POSITION OBJECTIVE:** To assist in providing for the construction, operation, maintenance and repair of the City municipal water and sewer system. Position performs manual labor and operates a wide variety of light and heavy equipment, tools, hand tools, machines, pumps, motors, instrumentation, and process control equipment.

### ESSENTIAL JOB FUNCTIONS:

1. Perform semi-skilled work under direct supervision and independently as directed. Duties include outdoor work in local climatic extremes.
2. Perform strenuous and heavy manual labor including lifting and digging for an extended amount of time, under all kinds of extreme weather conditions, emergencies, and hazardous environments.
3. Operate mechanical equipment, including trucks requiring a CDL license, backhoes, sewer cleaning equipment, and sewer line televising equipment.
4. Read and understand written instructions such as operating manuals for mechanical and process control equipment.
5. Perform basic mathematical computations and work requiring basic computer skills.
6. Perform inspections of plant, water treatment, distribution equipment, lift stations, and electrical and control equipment.
7. Perform utility locates using computer utility maps and specialized line tracing equipment.
8. Assist in operation and maintenance of water distribution system and sewer systems, including repair and maintenance of water mains, manholes, hydrants, valves and associated equipment.
9. Perform maintenance functions under hazardous conditions, including entering confined space areas including manholes and filter vessels, under or below grade depths down to 30 ft., as well as

climbing ladders and platforms on water towers of up to 150 feet high and working in temporary street/highway work zones.

10. Assist in providing efficient operation and maintenance of water treatment plants, booster facilities, lift stations, and sanitary sewer/storm sewer conveyance systems.
11. Assist residents with utility related service calls.
12. Respond to emergency call-backs and overtime requests as well as on-call duties on a scheduled rotational basis and as directed, including up to eight weeks of on-call night/weekend duties per year, in accordance with the City's policies and requirements. Generally, employees are expected to respond to work locations in Fridley within 60 minutes from time of callout during on-call assignment periods (includes nights and weekends).

### **OTHER JOB FUNCTIONS:**

1. Operate and maintains light equipment, motors, and machines.
2. Operate and assists with maintenance on pumps, instrumentation and control systems, and SCADA systems.
3. Perform a variety of manual tasks and semi-skilled duties as assigned for the Public Works Department, including snow plowing and other job duties as assigned.

### **MINIMUM QUALIFICATIONS:**

1. Possession of a High School Diploma or GED
2. Possession of a Minnesota Class D Water Supply System Operator's Certificate, or Class D wastewater/collection systems operator certificate, or ability to obtain one within eighteen (18) months of employment.
3. Possession of a valid Minnesota Commercial Driver's license (CDL) or the ability to obtain one within ninety (90) days of employment.
4. Prior experience driving a Class B vehicle and operating various kinds of heavy and light maintenance equipment.
5. Available to regularly respond and arrive to work locations in Fridley within 60 minutes from time of callout during on-call assignment periods.
6. Ability to meet the physical demands of this job as indicated in the attached Job Activity Requirements with reasonable accommodation.
7. Must be able to successfully complete the City's pre-placement physical examination, drug test, background/reference check, including a good driving history.

## **DESIRED QUALIFICATIONS:**

1. Possession of a Minnesota Water Supply System Operator's Certificate or equivalent.
2. Possession of a wastewater/collection system operator certificate or equivalent.
3. Possession of a valid Minnesota Commercial Driver's License (Class B) with a good driving history and no restrictions.
4. Two (2) years prior experience driving a Class B vehicle (CDL) and operating various kinds of heavy and light maintenance equipment.
5. Successful completion of technical college program in water systems operation.
6. Two (2) years prior employment experience in utility construction and maintenance, including water distribution system maintenance, sanitary/storm water conveyance systems and repairs, and utility locating.
7. Knowledge of the operation and maintenance of pumps, pump control systems, trucks, light equipment, motors, and machines.
8. Experience in the safe and efficient use of tools and equipment used in the Public Works Department.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of:
  - a. Operation and maintenance of trucks, light equipment, motors, and machines.
  - b. Methods, techniques, tools, equipment and materials utilized in assigned area.
  - c. Safety principles and practices related to Maintenance and Operations projects and materials.
  - d. Proper procedures used in the operation, maintenance, and repair of water treatment, storage, and distribution systems, power equipment, hand tools, and motorized equipment used in construction and maintenance.
  - e. Basic office procedures, methods, and equipment including computers and supporting software applications, as needed.
  - f. Safe use of hazardous chemicals.
  - g. Principles and practices of record keeping.
  - h. Principles and practices of exceptional customer service.
  - i. Public Works industry and local government maintenance operations.
2. Ability to:
  - a. Maintain and repair a variety of tools and equipment.
  - b. Follow oral instructions and read, interpret, follow and explain written instructions, such as operating manuals and safety instructions.
  - c. Communicate clearly orally and in writing.
  - d. Operate processes and equipment in a manner consistent with safety principles.

- e. Perform maintenance and repair of water and sewer system equipment and report the need for more difficult mechanical repairs.
- f. Maintain written and computerized records.
- g. Safely drive and skillfully operate power equipment and hand tools involved in maintenance, repair, and construction activities.
- h. Work both in a team setting and independently in the absence of supervision.
- i. Ability to perform job responsibilities outdoors in all Minnesota weather including climatic extremes.
- j. Demonstrate an awareness and appreciation of the cultural diversity of the community.
- k. Communicate clearly and concisely, both orally and in writing.
- l. Operate computers and handheld devices that utilize contemporary office and related application software
- m. Establish and maintain effective working relationships with those contacted in the course of work.

### **SCHEDULE:**

The normal work week is forty (40) hours per week, Monday through Friday, 6:30 a.m. to 2:30 p.m. There will be some overtime in evenings or weekends, including schedules and unscheduled work for call-backs, emergencies or work shortages. There will also be paid periods of scheduled on-call work (A City vehicle is provided during on-call rotations).

### **WORK ENVIRONMENT:**

The attached work environment characteristics are representative of those an employee encounters while performing the essential functions of Public Services Worker in the Water/Sewer Division. Reasonable accommodations may be made to enable a person with disabilities to perform the essential job functions.

### **NOTICE:**

The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation. If you are disabled and need additional assistance in completing this application or you need assistance with the testing process, please call (763) 572-3507. TDD number is (763) 572-3534.

### **COMPENSATION AND BENEFITS:**

Hourly wage range is \$18.53 to \$28.90 per hour, DOQ. Benefits include a variety of options, paid entirely or in part for the employee by the City, which includes life, health, and dental insurance; short-term disability; eighteen (18) days of annual leave per year; eleven (11) paid holidays per year; employee wellness program; as well as the employer's share of payments to workers' compensation, unemployment compensation, and Public Employees Retirement Association. Uniforms are issued.

Additional voluntary benefits include a flexible spending account program, supplemental, spousal and dependent life insurance; long-term disability; and special events/activities organized by the Employee Relations Committee.

Submit the City of Fridley application (including any supplemental questionnaire) with a cover letter and resume. Application materials may be downloaded from the City of Fridley's website at [www.fridleymn.gov](http://www.fridleymn.gov) or contact the City of Fridley directly at 7071 University Avenue, N.E., Fridley, MN 55432 (763) 572-3504. All application materials are due by 4:00 p.m. on Friday, December 21, 2018.

**November 2018**

The City of Fridley will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, sex, national origin, familial or marital status, status with regard to public assistance, disability, age, membership on a local human rights commission, or sexual orientation.

**EEO/ADAAA**

# Fridley Job Activity Requirements

## Mental/Motor, Environmental, Physical Demands, and Hazardous Environment

**Job Title:** Utility Worker  
**Department/Division:** Public Works Department /Utilities Division  
**Brief Description of the Job Performed:** To assist the Public Works Utilities Division staff in providing a variety manual labor and maintenance services to complete and support the City’s water meter replacement project.

Motor/Mental Ability	VI	O	F	C	Environmental	VI	O	F	C	Physical Demands	VI	O	F	C
Mathematics		X			Works with Others		X			Sitting		X		
Reading			X		Works Alone			X		Standing			X	
Writing		X			Customer Contact				X	Walking			X	
Reasoning			X		Shift Work / On Call		X			Running	X			
Problem Solving			X		Extended Day		X			Lifting		X		
Attentiveness				X	Extreme Hot	X				Pushing/Pulling			X	
Work Supervision		X			Extreme Cold	X				Carrying		X		
Guidance Available			X		Extreme Noise	X				Bending at Waist			X	
Autonomy				X	Confined Area	X				Climbing (up to 150')		X		
Social Interaction				X	High Places	X				Repetitive hand motion		X		
Supervising Other Employees	X				Work Indoors				X	Twisting upper Body			X	
					Work Outdoors		X			Reaching			X	
					Mechanical Hazards	X				Kneeling		X		
					Electrical Hazards	X				Driving			X	
					Explosive Material	X				Crouching		X		
					Chemicals (OSHA Def).	X				Crawling		X		
					Fumes	X				Use arm muscles over extended periods			X	
					Gases	X				Use leg muscles over extended periods			X	
					Other					Over shoulder height work		X		
										Stationary desk or bench work with neck bent forward	X			
										Use hand to finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, and equipment			X	

**Demand Codes:**

- Blank = Not Applicable or Not Present
- VI = Very Infrequent, 1 to 2 times a week
- O = Occasional, up to 1/3 of time
- F = Frequent, 1/3 to 2/3 of time
- C = Constant, more than 2/3 of time

**The number of times the following weights are *lifted*.**

Weights Lifted in pounds	Times per day	Objects Lifted	From what heights to what height in ft.
0 - 10	20	Hand tools, meters	0 to 6 feet
11 - 24	10	Various pieces of equipment and tools	0 to 5 feet
25 - 34			
35 - 50			
51 - 74			
75 - 100			
100 - 150			

\*\*\* Note: All information supplied is dependent on the job assignments for the day. Physical demands in this position are highly variable. \*\*\*

**The number of times the following weights are *carried*.**

Weights Carried in pounds	Times per day	Objects Carried	Distanced Carried in ft.
0 - 10	20	Hand tools, meters	1 to 50 feet
11 - 24	10	Various pieces of equipment; tools	1 to 50 feet
25 - 34			
35 - 50			
51 - 74			
75 - 100			
100 - 150			