



## STAFF REPORT

DATE: November 8, 2023

### **CONSENT**

**AGENDA ITEM:** Approve Updates to Public Works Operator Positions

**SUBMITTED BY:** Karissa Goers, Administrative Services Director

---

### **BACKGROUND:**

As a HR practice, job descriptions should be reviewed every few years and updated as needed.

### **ISSUE BEFORE COUNCIL:**

Should the Council approve the updated job descriptions:

- PW Lead Operator
- PW Operator I
- PW Operator II
- PW Operator III

### **PROPOSAL DETAILS/ANALYSIS:**

Baker Tilly updated job descriptions as part of the classification and compensation study. They made updates to job descriptions based upon the information submitted by employees and their supervisors in completing their position analysis questionnaires and based upon the SAFE criteria used in evaluating the job. A redlined version of the updated job descriptions is included in your packet. The duties mostly remain the same.

### **FISCAL IMPACT:**

None

### **OPTIONS:**

- 1) Approve the job descriptions as presented.
- 2) Amend and then approve any of the job descriptions.
- 3) Do not update job descriptions.

### **RECOMMENDATION:**

If removed from the consent agenda:

***“Motion to approve the updated public works operator job descriptions.”***

### **ATTACHMENTS:**

- PW Lead Operator job description
- PW Operator I job description
- PW Operator II job description
- PW Operator III job description

# City of Lake Elmo

## Public Works Lead Worker

**Job Title:** Public Works Lead Worker

**Department:** Public Works

**Status:** Full-time regular position, non-exempt

**Benefits:** Qualifies for full-time benefits

**Reporting Relationship:** Reports to Public Works Director

**Supervisory Duties:** This position is responsible for the overall daily direction, delegation and coordination of associated functions and tasks within the Public Works Department. This position carries out supervisory responsibilities directly related to assigned tasks and work orders in accordance with policies, procedures, and applicable laws of the City.

**Position Details:** This position performs difficult work and is responsible for all Public Works activities as outlined in Public Works Operator I. In addition, the position of Lead worker will be responsible to provide work assignment and direction to both Full-time and Part-time employees and fill in for the Public Works Director in times of absence.

### **Essential Duties and Responsibilities:**

#### **Street Operations:**

- Operate various equipment while fulfilling street maintenance duties.
- Perform manual tasks related to repair and maintenance of City streets, such as blacktop patching, concrete patching and repair, repairing and replacing traffic signs, and painting pavement markings.
- Maintain storm sewer system, including cleaning, repairing, rebuilding, unclogging and de-icing drains and storm sewers.
- Prepare trucks and equipment needed for snow/ice removal and calculate the correct amount of material needed.

#### **Utility Operations:**

- Read and record daily flow meters, fluoride usage, chlorine usage, system checks and inspections of well pump houses.
- Collect and analyze fluoride, chlorine, hardness compositions in water. Collect and maintain integrity of bacteria, lead, copper, and samples to be analyzed by the contracted lab.
- Read water meters and service accounts, including posting notices, terminating service, and performing meter maintenance and repair.
- Perform general hydrant maintenance, including flushing, repairs, painting, and lubricating caps.
- Water distribution system maintenance operations including flushing mains of sediment/air, gate valve/curb stop operations and functions.
- Read and record daily flows from lift stations. Perform daily system checks and inspections.
- Assist with maintenance to sanitary sewer system repairs, including flushing, jetting and cleaning, cleaning of lift stations, and performing minor lift station pump maintenance and inspections.
- Perform locates for all City utilities.

#### **Maintenance and Operation of Vehicle Equipment:**

- Responsible for fleet maintenance: schedules DOT inspections, schedules repairs, records and tracks all maintenance needed and completed.
- Operate pick-up truck, ~~tandem single~~-axle dump truck, tractor, front end loader, bobcat, roller, compactor, back-hoe, excavator, lawn mower and other department vehicles and equipment.
- Maintain clean and safe equipment and vehicles.
- Perform light vehicle maintenance.

#### **Parks/Ground Maintenance:**

- Perform assorted manual tasks as part of parks/grounds maintenance.
- Prepare wood chipper truck, chainsaw, and other equipment for trimming trees.
- Flood ice rinks.
- Perform ballfield maintenance.

#### **Supervisory Responsibilities:**

- Assists Director in developing annual, seasonal and other work schedules.
- Communicate and work with outside contractors and oversees/directs their work in conjunction with Public Works Director.
- Assists with development and hiring of Public Works staff.
- Has authority to call back employees for after hour emergencies.
- Assists Director with purchasing: calls for product info, makes product comparisons.

#### **Competencies Common to All City Positions:**

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities
- Represent the City of Lake Elmo in a professional manner to the public, outside contacts and constituencies.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

#### **Position Requirements**

##### ***Knowledge, Skills and Abilities:***

- Comprehensive knowledge of materials, methods and techniques used to successfully repair and maintain public streets, storm sewer system, sanitary sewer collection system, and a water supply and distribution system.
- Comprehensive knowledge of general equipment maintenance and repair techniques.
- Comprehensive knowledge of the practices, procedures, equipment, and materials used in Public Works maintenance and construction work.
- Comprehensive knowledge of safe operation, maintenance, servicing, and repair of various vehicles, and the ability to operate equipment in a skillful manner.

- General knowledge in welding and cutting equipment in a safe manner.
- General knowledge of electricity, pumps, motors and generators.
- Experience operating heavy equipment in maintenance or construction work, including underground sewer, water, and/or storm sewer utilities, streets and parks or applicable related experience.
- Ability to lead staff in all areas of public works including; prioritizing tasks, determining work methods, scheduling and using proper work methods.
- Ability to provide technical guidance to subordinates and participate in training efforts.
- Ability to read infrastructure maps and engineering record drawings for the purpose of locating and marking underground utility mains and laterals.
- Ability to understand and follow oral and written instructions.
- Ability to make sure all necessary materials and supplies are available by maintaining an inventory and ordering/purchasing needed supplies.
- Ability to communicate effectively and tactfully with the public and City staff.
- Ability to establish and maintain effective relationships with others.
- Ability to prepare and submit required reports to various agencies and other city staff.
- Ability to manage all emergencies related to Public Works.
- Ability to perform administrative duties including budget preparation, analyze operational costs, developing specifications, writing memos and maintaining department records.
- Develop and maintain relationships with vendors and contractors.
- Responds to residents' concerns/questions and handles other customer service situations as they arise/as directed.
- Attends relevant workshops, meetings and training seminars.

### ***Physical/Mental Demands and Working Conditions:***

**This position must be able to respond to afterhours emergency; physically onsite within 30 minutes.** Most work is performed outside in a field environment involving working inside and outside of vehicles and in confined spaces however, this position may be subject to periods of time seated at a work station. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery, dusty, and windy conditions.

This is medium work requiring the ability to move objects of up to 50 pounds occasionally, up to 20 pounds frequently, and up to 10 pounds constantly. Employee is required to move objects and equipment of up to 100 pounds with support from another staff or lifting equipment. Occasionally exertion of force in excess of 50 and/or up to 100 pounds to move objects or equipment accessories is required. Must be able to exert 20-50 pounds of force frequently to move objects. Must be able to climb ladders in excess of 120 feet and descend into and work inside confined spaces. Occasional exposure to caustic material, annoying odor, grease/grime and repetitive movement.

*\*\*The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

### **Minimum Qualifications:**

**Education:** High School Diploma or GED equivalent

**Requirements:**

- Extensive experience in public works and a minimum of 7 years' experience in public works department.
- Must meet licensing/certification requirements of Public Works Operator I.
- Must have a Commercial Driver's License, Class A driving privileges with air brakes and tanker endorsement, and a good driving record.
- Must demonstrate proficient verbal and written communication skills.
- Must demonstrate equipment operator skills and knowledge of safety procedures for:
  - Tandem Single-Axle Dump Truck
  - Skid Loader
  - Front End Loader
  - Tractor
  - Snow/Ice Removal

Process basic computers skills, including a good knowledge of and experience using:

- E-mail and Microsoft Outlook
- Web Browsing
- Basic Computer Mapping (Google Maps, Bing)
- Adobe PDF Viewer
- Standard Office Spreadsheet or Writing Software

**Licenses/Certifications:** This position requires the following additional certificates/licenses:

- Class B Water Operator License
- Completion of at least 3 of the following 54 programs:
  - Certified Playground Inspector Certificate
  - Tree Inspector Certificate
  - Management and Supervisory Leadership Training Program
  - LTAP's Road Scholar Program
  - MS4 Inspector Certificate
- MN APWA Chapter Public Works Certificate or ability to obtain within 2 years of appointment

**Preferred Qualifications:**

Post-secondary schooling or job relevant training

### **Employee Acknowledgement**

I have read and understand the job requirements, essential functions, working conditions, responsibilities and expectations set forth in the job description provided. I attest that I can perform the essential job functions as outlined with or without any reasonable accommodations.

---

Employee Signature

Date

Employee Name: \_\_\_\_\_

*\*\*The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

*Revised – November 2023*

# City of Lake Elmo

## Public Works Operator I

**Job Title:** Public Works Operator I

**Department:** Public Works

**Status:** Full-time regular position, non-exempt

**Benefits:** Qualifies for full-time benefits

**Reporting Relationship:** Reports to Public Works Director

**Supervisory Duties:** This position is responsible for the direction and coordination of associated functions, tasks and assigned crews. This position carries out supervisory responsibilities directly related to assigned tasks and works orders in accordance with policies, procedures, and applicable laws of the City.

**Position Details:** Public Works Operator I perform provides intermediate work providing skilled operations and maintenance of City infrastructure (water, sewer, stormwater parks and streets) and equipment. Work is performed under moderate supervision.

### **Essential Duties and Responsibilities:**

#### **Street Operations:**

- Operate various equipment while fulfilling street maintenance duties.
- Perform manual tasks related to repair and maintenance of City streets, such as blacktop patching, concrete patching and repair, repairing and replacing traffic signs, and painting pavement markings.
- Maintain storm sewer system, including cleaning, repairing, rebuilding, unclogging and de-icing drains and storm sewers.
- Prepare trucks and equipment needed for snow/ice removal and calculate the correct amount of material needed.

#### **Utility Operations:**

- Read and record daily flow meters, fluoride usage, chlorine usage, system checks and inspections of well pump houses.
- Collect and analyze fluoride, chlorine, hardness compositions in water. Collect and maintain integrity of bacteria, lead, copper, and samples to be analyzed by the contracted lab.
- Read water meters and service accounts, including posting notices, terminating service, and performing meter maintenance and repair.
- Perform general hydrant maintenance, including flushing, repairs, painting, and lubricating caps.
- Water distribution system maintenance operations including flushing mains of sediment/air, gate valve/curb stop operations and functions.
- Read and record daily flows from lift stations. Perform daily system checks and inspections.
- Assist with maintenance to sanitary sewer system repairs, including flushing, jetting and cleaning, cleaning of lift stations, and performing minor lift station pump maintenance and inspections.
- Perform locates for all City utilities.

#### **Maintenance and Operation of Vehicle Equipment:**

- Operate pick-up truck, ~~Tandem single~~-axle dump truck, tractor, front end loader, bobcat, roller, compactor, back-hoe, excavator, lawn mower and other department vehicles and equipment.
- Maintain clean and safe equipment and vehicles.
- Perform light vehicle maintenance.

#### **Parks/Ground Maintenance:**

- Perform assorted manual tasks as part of parks/grounds maintenance.
- Prepare wood chipper truck, chainsaw, and other equipment for trimming trees.
- Flood ice rinks
- Perform ballfield maintenance.

#### **Competencies Common to All City Positions:**

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Lake Elmo in a professional manner to the public, outside contacts and constituencies.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

### **Position Requirements**

#### ***Knowledge, Skills and Abilities:***

- Comprehensive knowledge of materials, methods and techniques used to successfully repair and maintain public streets, storm sewer system, sanitary sewer collection system, and a water supply and distribution system.
- Comprehensive knowledge of general equipment maintenance and repair techniques.
- Comprehensive knowledge of the practices, procedures, equipment, and materials used in Public Works maintenance and construction work.
- Comprehensive knowledge of safe operation, maintenance, servicing, and repair of various vehicles, and the ability to operate equipment in a skillful manner.
- General knowledge in welding and operating cutting equipment in a safe manner.
- General knowledge of electricity, pumps, motors and generators.
- Experience operating heavy equipment in maintenance or construction work, including underground sewer, water, and/or storm sewer utilities, streets and parks or applicable related experience.
- Ability to Manage projects/tasks and work crews independently.
- Ability to read infrastructure maps and engineering record drawings for the purpose of locating and marking underground utility mains and laterals.
- Ability to understand and follow oral and written instructions.



- Ability to communicate effectively and tactfully with the public and City staff.
- Ability to establish and maintain effective relationships with others.
- Ability to learn new job skills and work tasks as assigned.
- Ability to manage all emergencies related to Public Works.
- Develop and maintain relationships with vendors and contractors.

### ***Physical/Mental Demands and Working Conditions:***

**This position must be able to respond to after-hours emergency; being physically onsite within 30 minutes.** Most work is performed outside in a field environment involving working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery, dusty, and windy conditions. ~~This is medium work requiring the ability to move objects of Occasional exertion of force in excess of up to 50 pounds occasionally, up to 20 pounds frequently, and up to 10 pounds constantly. Employee is required to move objects and equipment of and/or up to 100 pounds with support from another staff or lifting equipment. to move objects or equipment accessories is required. Must be able to exert 20-50 pounds of force frequently to move objects.~~ Must be able to climb ladders in excess of 120 feet and descend into and work inside confined spaces. Occasional exposure to caustic material, annoying odor, grease/grime and repetitive movement.

*\*\*The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

### **Minimum Qualifications:**

***Education:*** High School Diploma or GED equivalent

### ***Requirements:***

- ~~Considerable experience in public works and a M~~minimum of 5 years' experience in public works department.
- ~~Must~~ meet licensing/certification requirements of Public Works Operator II.
- Must have a Commercial Driver's License, Class A driving privileges with air brakes and tanker endorsement and a good driving record.
- Must demonstrate proficient verbal and written communication skills.
- Must demonstrate equipment operator skills and knowledge of safety procedures for:
  - ~~Tandem Single~~-Axle Dump Truck
  - Skid Loader
  - Front End Loader
  - Tractor
  - Snow/Ice Removal

Process basic computers skills, including a good knowledge of and experience using:

- E-mail and Microsoft Outlook
- Web Browsing
- Basic Computer Mapping (Google Maps, Bing)
- Adobe PDF Viewer
- Standard Office Spreadsheet or Writing Software

***Licenses/Certifications:*** This position requires the following additional certificates/licenses:

- Class C/SC Waste Water Operator License
- Completion of at least 2 of the following 54 programs:
  - Certified Playground Inspector Certificate
  - Tree Inspector Certificate
  - Management and Supervisory Leadership Training Program
  - LTAP's Road Scholar Program
  - MS4 Inspector Certificate

**Preferred Qualifications:**

- Post-secondary schooling or training

**Employee Acknowledgement**

I have read and understand the job requirements, essential functions, working conditions, responsibilities and expectations set forth in the job description provided. I attest that I can perform the essential job functions as outlined with or without any reasonable accommodations.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Employee Name: \_\_\_\_\_

*\*\*The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

*Revised – November 2023*

# City of Lake Elmo

## Public Works Operator II

**Job Title:** Public Works Operator II

**Department:** Public Works

**Status:** Full-time regular position, Non-exempt

**Benefits:** Qualifies for full-time benefits

**Reporting Relationship:** Reports to Public Works Director

**Supervisory Duties:** This position is generally not responsible for any regular direct supervision of other employees. This position will be responsible for providing general work direction to other employees as ~~requested~~ asked by the Public Works Director or Lead Worker.

**Position Details:** Public Works Operator II ~~performs intermediate work providing~~ provides skilled operations and maintenance of City infrastructure (water, sewer, ~~stormwater~~, parks and streets) and equipment. Work is performed under moderate supervision.

### **Essential Duties and Responsibilities:**

#### **Street Operations:**

- Operate various equipment while fulfilling street maintenance duties.
- Perform manual tasks related to repair and maintenance of City streets, such as blacktop patching, concrete patching and repair, repairing and replacing traffic signs, and painting pavement markings.
- Maintain storm sewer system, including cleaning, repairing, rebuilding, unclogging and de-icing drains and storm sewers.
- Prepare trucks and equipment needed for snow/ice removal and calculate the correct amount of material needed.

#### **Utility Operations:**

- Read and record daily flow meters, fluoride usage, chlorine usage, system checks and inspections of well pump houses.
- Collect and analyze fluoride, chlorine, hardness compositions in water. Collect and maintain integrity of bacteria, lead, copper, and samples to be analyzed by the contracted lab.
- Read water meters and service accounts, including posting notices, terminating service, and performing meter maintenance and repair.
- Perform general hydrant maintenance, including flushing, repairs, painting, and lubricating caps.
- Water distribution system maintenance operations including flushing mains of sediment/air, gate valve/curb stop operations and functions.
- Read and record daily flows from lift stations. Perform daily system checks and inspections.
- Assist with maintenance to sanitary sewer system repairs, including flushing, jetting and cleaning, cleaning of lift stations, and performing minor lift station pump maintenance and inspections.
- Perform locates for all City utilities.

### **Maintenance and Operation of Vehicle Equipment:**

- Operate pick-up truck, ~~tandem~~single axle dump truck, tractor, front end loader, bobcat, roller, compactor, back-hoe, excavator, lawn mower and other department vehicles and equipment.
- Maintain clean and safe equipment and vehicles.
- Perform light vehicle maintenance.

### **Parks/Ground Maintenance:**

- Perform assorted manual tasks as part of parks/grounds maintenance.
- Prepare wood chipper truck, chainsaw, and other equipment for trimming trees.
- Flood ice rinks.
- Perform ballfield maintenance.

### **Competencies Common to All City Positions:**

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Lake Elmo in a professional manner to the general public, outside contacts and constituencies.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

### **Position Requirements**

#### ***Knowledge, Skills and Abilities:***

- Detailed knowledge of materials, methods and techniques used to successfully repair and maintain public streets, storm sewer system, sanitary sewer collection system, and a water supply and distribution system.
- Detailed knowledge of general equipment maintenance and repair techniques.
- Detailed knowledge of the practices, procedures, equipment, and materials used in Public Works maintenance and construction work.
- Detailed knowledge of safe operation, maintenance, servicing, and repair of various vehicles, and the ability to operate equipment in a skillful manner.
- General knowledge in welding and operating cutting equipment in a safe manner.
- General knowledge of electricity, pumps, motors and generators.
- Experience operating heavy equipment in maintenance or construction work, including underground sewer, water, and/or storm sewer utilities, streets and parks, or applicable related experience.
- Ability to manage project/tasks and supervise work crews as directed.

- Ability to read infrastructure maps and engineering record drawings for the purpose of locating and marking underground utility mains and laterals.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively and tactfully with the public and City staff. Ability to establish and maintain effective relationships with others.
- Ability to learn new job skills and work tasks as assigned.
- Ability to work independently or as a group.

### ***Physical/Mental Demands and Working Conditions:***

**This position must be able to respond to afterhours emergency; physically onsite within 30 minutes.** Most work is performed outside in a field environment involving working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery, dusty, and windy conditions.

This is medium work requiring the ability to move objects of up to 50 pounds occasionally, up to 20 pounds frequently, and up to 10 pounds constantly. Employee is required to move objects and equipment of up to 100 pounds with support from another staff or lifting equipment. Occasionally exertion of force in excess of 50 and/or up to 100 pounds to move objects or equipment accessories is required. Must be able to exert 20-50 pounds of force frequently to move objects. Must be able to climb ladders in excess of 120 feet and descend into and work inside confined spaces. Occasional exposure to caustic material, annoying odor, grease/grime and repetitive movement.

*\*\*The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

### **Minimum Qualifications:**

***Education:*** High School Diploma or GED

### ***Requirements:***

- Moderate experience in public works and a minimum of two years' experience in public works department.
- Must meet licensing/certification requirements for Public Works Operator III.
- Must have Commercial Driver's License, Class A driving privileges with air brakes and tanker endorsement and a good driving record.
- Must demonstrate proficient verbal and written communication skills.
- Must demonstrate equipment operator skills and knowledge of safety procedures for:
  - ~~Tandem~~Single-Axle Dump Truck
  - Skid Loader
  - Front End Loader
  - Tractor
  - Snow/Ice Removal

Process basic computers skills, including a good knowledge of and experience using:

- E-mail and Microsoft Outlook

- Web Browsing
- Basic Computer Mapping (Google Maps, Bing)
- Adobe PDF Viewer
- Standard Office Spreadsheet or Writing Software

**Licenses/Certifications:** This position requires the following additional certificates/licenses:

- Class C Water Operator License
- NIMS 100 and 700

**Preferred Qualifications:**

- Post-secondary schooling or training

**Employee Acknowledgement**

I have read and understand the job requirements, essential functions, working conditions, responsibilities and expectations set forth in the job description provided. I attest that I can perform the essential job functions as outlined with or without any reasonable accommodations.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Name:

*\*\*The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

*\*\*\*This position has the potential for advancement to Public Works Operator Level I within 36 months of this position, with approval by the Public Works Director and completion of all required training, licensing and certificates.*

*Revised – November 2023*

# City of Lake Elmo

## Public Works Operator III

**Job Title:** Public Works Operator III

**Department:** Public Works

**Status:** Full-time regular position, Non-exempt

**Benefits:** Qualifies for full-time benefits

**Reporting Relationship:** Reports to Public Works Director

**Supervisory Duties:** This position is generally not responsible for any regular direct supervision of other employees. This position will be responsible for providing general work direction to other employees as asked/requested by the Public Works Director or Lead Worker.

**Position Details:** Public Works Operator III performs intermediate work providing~~provides~~ skilled operations and maintenance of City infrastructure (water, sewer, stormwater, parks and streets) and equipment. Work is performed under moderate supervision.

### **Essential Duties and Responsibilities:**

#### **Street Operations:**

- Operate various equipment while fulfilling street maintenance duties.
- Perform manual tasks related to repair and maintenance of City streets, such as blacktop patching, concrete patching and repair, repairing and replacing traffic signs, and painting pavement markings.
- Maintain storm sewer system, including cleaning, repairing, rebuilding, unclogging and de-icing drains and storm sewers.
- Prepare trucks and equipment needed for snow/ice removal and calculate the correct amount of material needed.

#### **Utility Operations:**

- Read and record daily flow meters, fluoride usage, chlorine usage, system checks and inspections of well pump houses.
- Collect and analyze fluoride, chlorine, hardness compositions in water. Collect and maintain integrity of bacteria, lead, copper, and samples to be analyzed by the contracted lab.
- Read water meters and service accounts, including posting notices, terminating service, and performing meter maintenance and repair.
- Perform general hydrant maintenance, including flushing, repairs, painting, and lubricating caps.
- Water distribution system maintenance operations including flushing mains of sediment/air, gate valve/curb stop operations and functions.
- Read and record daily flows from lift stations. Perform daily system checks and inspections.
- Assist with maintenance to sanitary sewer system repairs, including flushing, jetting and cleaning, cleaning of lift stations, and performing minor lift station pump maintenance and inspections.
- Perform locates for all City utilities.

### **Maintenance and Operation of Vehicle Equipment:**

- Operate pick-up truck, ~~single~~-tandem axle dump truck, tractor, front end loader, bobcat, roller, compactor, back-hoe, excavator, lawn mower and other department vehicles and equipment.
- Maintain clean and safe equipment and vehicles.
- Perform light vehicle maintenance.

### **Parks/Ground Maintenance**

- Perform assorted manual tasks as part of parks/grounds maintenance.
- Prepare wood chipper truck, chainsaw, and other equipment for trimming trees.
- Flood ice rinks.
- Perform ballfield maintenance.

### **Competencies Common to All City Positions:**

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Lake Elmo in a professional manner to the public, outside contacts, and constituencies.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

### **Position Requirements**

#### ***Knowledge, Skills and Abilities:***

- General knowledge of materials, methods and techniques used to successfully repair and maintain public streets, storm sewer system, sanitary sewer collection system, and a water supply and distribution system.
- General knowledge of general equipment maintenance and repair techniques.
- General knowledge of the practices, procedures, equipment, and materials used in Public Works maintenance and construction work.
- General knowledge of safe operation, maintenance, servicing, and repair of various vehicles, and the ability to operate equipment in a skillful manner.
- General knowledge in welding and ~~operating~~ cutting equipment in a safe manner.
- General knowledge of electricity, pumps, motors and generators.
- General experience operating heavy equipment in maintenance or construction work, including underground sewer, water, and/or storm sewer utilities, streets and parks or applicable related experience.
- Manage projects and tasks as directed.



- Ability to read infrastructure maps and engineering record drawings for the purpose of locating and marking underground utility mains and laterals.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively and tactfully with the public and City staff. Ability to establish and maintain effective relationships with others.
- Ability to learn new job skills and work tasks as assigned.
- Ability to work independently or as a group.

***Physical/Mental Demands and Working Conditions:***

**This position must be able to respond to afterhours emergency; physically onsite within 30 minutes.** Most work is performed outside in a field environment involving working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery, dusty, and windy conditions. This is medium work requiring the ability to move objects of up to 50 pounds occasionally, up to 20 pounds frequently, and up to 10 pounds constantly. Employee is required to move objects and equipment of up to 100 pounds with support from another staff or lifting equipment. Occasionally exertion of force in excess of 50 and/or up to 100 pounds to move objects or equipment accessories is required. Must be able to exert 20-50 pounds of force frequently to move objects. Must be able to climb ladders in excess of 120 feet and descend into and work inside confined spaces. Occasional exposure to caustic material, annoying odor, grease/grime and repetitive movement.

*\*\*The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

**Minimum Qualifications:**

***Education:*** High School Diploma or GED

***Requirements:***

- Must have a valid Commercial Driver's License, Class B driving privileges with air brakes and a good driving record.
- Must demonstrate proficient verbal and written communication skills.
- Must demonstrate equipment operator skills and knowledge of safety procedures for:
  - Single-Tandem Axle Dump Truck
  - Skid Loader
  - Front End Loader
  - Tractor
  - Snow/Ice Removal

Process basic computers skills, including a good knowledge of and experience using:

- E-mail and Microsoft Outlook
- Web Browsing
- Basic Computer Mapping (Google Maps, Bing)
- Adobe PDF Viewer

- Standard Office Spreadsheet or Writing Software

***Licenses/Certifications:*** This position will require the acquisition and maintenance of the following additional certificates/licenses within 2 years of appointment:

- Class A Commercial Driver's License with air brakes and tanker endorsement
- Class D Water Operator License
- Class D/SD Waste Water Operator License
- Annual OSHA Training including relevant competent person certificate and HAZMAT certifications

***Desired Qualifications:*** Post-secondary schooling or training

<b>Employee Acknowledgement</b>	
<p>I have read and understand the job requirements, essential functions, working conditions, responsibilities and expectations set forth in the job description provided. I attest that I can perform the essential job functions as outlined with or without any reasonable accommodations.</p>	
Employee Signature	Date
Employee	Name:

*\*\*The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

*\*\*\*This position has the potential for advancement to Public Works Operator Level II within 24 months, with approval by the Public Works Director and completion of all required training, licenses and certificates.*

*Revised – November 2023*