



STAFF REPORT

DATE: April 18, 2017

CONSENT

ITEM #: 12

AGENDA ITEM: Authorize Advertising for Public Works Operator

SUBMITTED BY: Kristina Handt, City Administrator

REVIEWED BY: Rob Weldon, Public Works Director
Julie Johnson, City Clerk/HR

BACKGROUND:

In the study TKDA completed in 2016 regarding the city's utility operations, a ½ FTE was proposed for 2017. The other ½ FTE was needed for streets, parks, etc. In the 2017 budget, Council planned to add a public works employee beginning in April. We focused first on the lead worker and are now requesting to move forward with adding an employee as a Public Works Operator.

ISSUE BEFORE COUNCIL:

Should the Council authorize staff to advertise for a Public Works Operator?

PROPOSAL DETAILS/ANALYSIS:

Staff is requesting authorization to advertise for a public works operator. Pay range for hiring is \$20.60-25.80, consistent with the City's last collective bargaining proposal.

FISCAL IMPACT:

The estimated fiscal impact as discussed last November for an additional employee (base salary and full benefits) would be \$63,940. Half of this (\$31,970) would be charged to the general fund, .2FTE (\$12,788) to water, .2FTE (\$12,788) to sewer and .1FTE (\$6,394) to stormwater.

OPTIONS:

- 1) Authorize staff to advertise for a public works operator
- 2) Do not authorize staff to advertise for a public works operator

RECOMMENDATION:

If removed from the consent agenda:

Motion to authorize staff to advertise for a Public Works Operator

ATTACHMENTS:

- Job Description
- Posting

City of Lake Elmo

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 by the Public Works Director or Lead Worker.

Position Details: Public Works Operator III provides skilled operations and maintenance of City infrastructure (water, sewer, parks and streets) and equipment.

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 axel 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.

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 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.

Education: High School Diploma or GED

Requirements: Must have 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 Axel 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

Physical and Mental Requirements: 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.*

Working Conditions: This position must be able to respond to afterhours emergency; physically onsite within 30 minutes. Most work is performed 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 or dusty and windy conditions.

***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.*

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.
- ***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.



The City of Lake Elmo offers competitive pay and benefits in addition to professional development opportunities to all employees. The city's number one value statement is to foster an environment based on trust and ethics. These philosophies and practices help the City in recruiting and retaining exceptional employees.

Accepting Applications for the Position of:

Public Works Operator

SALARY: \$20.60-27.10/hr.

ANTICIPATED HIRING RANGE: \$20.60-25.80/hr.

OPENING DATE: 4/20/17

CLOSING DATE: 5/5/17

POSITION TITLE: Public Works Operator

DEPARTMENT: Public Works

ACCOUNTABLE TO: Public Works Director/Lead Worker

Primary Objective of Position

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 by the Public Works Director or Lead Worker.

Essential Functions of the Position

Public Works Operator provides skilled operations and maintenance of City infrastructure (water, sewer, parks and streets) and equipment.

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.
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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.

Minimum Qualifications

- High School Diploma or GED
- Must have 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
- Process basic computers skills
- Possess or ability to obtain CDL-A, Class D Water Operator, Class D/SD Wastewater Operator

Physical Requirements

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.

Working Conditions

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PLEASE APPLY BY **CLOSING DATE: 5/5/17**

SEND COVER LETTER, RESUME, LAKE ELMO APPLICATION AND REFERENCES TO:

CITY OF LAKE ELMO

ATTN: Julie Johnson, CITY CLERK

3800 LAVERNE AVENUE NORTH, LAKE ELMO, MN 55042

PLEASE VISIT OUR WEBSITE AT **WWW.LAKEELMO.ORG** FOR ADDITIONAL
INFORMATION/APPLICATION OR CONTACT US AT 651.747.3900

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER