

**CITY OF LECLAIRE, IOWA**  
**PUBLIC WORKS UTILITIES OPERATOR**

**1. GENERAL PURPOSE:**

Performs a variety of skilled, semi-skilled, and unskilled maintenance work and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City sewer, street, storm drainage, parks, and other public facilities, systems, equipment, and structures. Also performs a variety of occasional supervisory and administrative planning and organizing functions in connection with the City wastewater facilities, systems, equipment, and structures.

**2. SUPERVISION RECEIVED:**

Works under the general supervision of the Public Works Director.

**3. SUPERVISION EXERCISED:**

May, on occasion, supervise subordinate public works technicians, part-time, temporary, and seasonal employees, all as specifically assigned and authorized by the Public Works Director.

**4. APPOINTING AUTHORITY:**

City Administrator

**5. ASSIGNED HOURS:**

Normal hours will be Monday through Friday, 7:00 a.m. to 3:30 p.m. Some weekend work on occasions is required and is possible on an "as-needed" and approved, basis. Some overtime may be offered and required, on an "as-needed" and approved, basis.

**6. WORK LOCATION:**

City-Wide

**7. AFFILIATED CLASSIFICATIONS:**

1) FLSA: Non-exempt 2) AFSCME UNION: Bargaining Unit Position

**8. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Implements construction, maintenance, operation activities, and work designed to provide quality sewer, street, drainage, and other public services for the City.

Submits or logs onto daily/weekly time/work-activity sheets as required.

Performs skilled maintenance operations requiring specialized training and experience which includes the operation of heavy maintenance equipment.

Performs preventative maintenance and repairs of City equipment and facilities.

Oversees and conducts laboratory analysis of wastewater, sludge, and effluent samples to provide data for the efficient operation of the wastewater treatment plant, pumping, and collection systems.

Cleans sewers and intakes; applies and tamps patching materials to pavement holes; spreads gravel; loads and unloads materials and equipment; operates a snow plow; spreads sand and salt on road surfaces; operates vehicles from pick-up trucks to tractors as required; mows weeds and grass in the right-of-way and parks; raises and lowers manholes and performs the masonry work involved; builds simple forms and performs various concrete work, and occasionally reads water meters as needed.

Operates and maintains light, medium, and heavy-duty type maintenance equipment which may include the following: motor grader, backhoe, dozer and end loader, dump truck; air compressor; stationary machines and pumps; and operates and maintains sanitary sewer lift stations. Also operates and maintains light, medium, and heavy-duty type construction and power equipment, such as a mechanized broom, jetter/sludge injector truck, backhoe/loader, air compressor, stationary machines and pumps, mowers, etc.

Oversees, operates, and maintains the sewage treatment and collection systems to insure compliance with any and all State and Federal guidelines governing such systems within required parameters and standards.

Performs a variety of other skilled or related work as directed or required.

Serves as sewage treatment plant and collection system operator.

Checks oil, coolant, etc., on equipment before operation; operates equipment and tools in such a manner as to minimize the potential for injury to himself/herself, to fellow workers, to property and equipment.

Reports damage or major maintenance requirements of equipment or facilities as soon as possible to the Public Works Director.

Composes, completes, and maintains a variety of reports and records relating to work activities, equipment, supplies, and operations of the department, as required.

Provides recommendations regarding improvements and acquisitions necessary for the efficient and effective operations of the City to the Public Works Director.

Maintains harmony among subordinates and resolves differences.

Maintains and updates location records of infrastructure facilities.

Assists in the coordination of the disposition of used and surplus City property.

On occasion, assists in the training of other City personnel in public works construction and maintenance techniques.

Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.

Installs and maintains traffic control devices to assure compliance with the Manual on Uniform Traffic Control Devices, (MUTCD).

Performs routine work including the use of some skills acquired by experience and on-the-job instruction.

Monitors the performance of all equipment, gauges, and charts in the wastewater treatment and collection systems; records statistical data concerning utility systems operations; maintains, operates, repairs, and replaces utility equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

Operates, maintains, and repairs malfunctions at the wastewater systems; repairs gauges, pumps, filters, and other controls and equipment.

Collects samples and identifies concentrations of chemical, physical, or biological characteristics of the wastewater influent/effluent required in accordance with local, State, and Federal requirements; gathers and tests samples for system efficiency reports as required.

Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.

Maintains system operations to assure operations within required parameters and standards.

Trains and assists lesser skilled technicians in all aspects of the public works department's operations as needed.

Contains and properly disposes of hazardous wastes generated by the department's operations.

Operates and maintains the systems pumping stations; cleans wet wells and bar screens.

Calibrates, modifies, or repairs instrumentation and control equipment including recorders, flow meters, and other such equipment.

Monitors and reports on the performance of system electrical components, circuits, and equipment.

Coordinates and assists other utilities in the location of City utility systems.

Inspects and/or repairs chlorine pumps, booster pumps, meters, streets, drainage systems and sewer system at specified intervals to insure that all aspects of the systems are functioning properly.

Maintains a variety of records relating to inspections, maintenance activity, flows, etc.

Responds to complaints regarding sewer back-ups and other sewer related issues; evaluates situation; explains findings to supervisor, and/or institutes and takes corrective actions as necessary.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel, sand, etc.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying pipe and backfilling.

Services sewer lift stations and other pumps.

Assists in the training of subordinate employees to increase their skills in the maintenance, construction and repair of sewer, street and storm drainage facilities.

Operates a variety of power construction and maintenance equipment used in the sewer and street department.

Assists with the planning, scheduling and implementation of construction, maintenance, and operation and construction activities designed to provide quality sewer, street and drainage service for the city.

Plans, carries out and evaluates preventive maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.

Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.

Tests, services and repairs vehicles and mechanical equipment.

Inspects, adjusts and replaces necessary mechanical units and related parts in the performance of repair and maintenance work.

Cuts and welds metal.

Changes and repairs tires and tubes within equipment capabilities.

Evaluates status of mechanical equipment and vehicles, and performs or schedules needed repairs.

Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.

Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.

Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance.

Provides emergency field assistance to disabled City equipment as needed and appropriate.

Assists in the preparation of bid specifications for vehicles and mechanical equipment.

Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment as required.

Supervises, instructs, and assists assigned crews in installing and/or repairing sewer system components.

Must continuously possess and maintain a valid Iowa Grade III Wastewater Operator's Certification.

**9. PERIPHERAL DUTIES:**

Serves on various employee or other committees as assigned.

May on occasion be called upon to respond to officials or public requests for information regarding the operations of the department or to attend meetings where such is discussed.

THE DUTIES LISTED ABOVE IN SECTIONS 8 & 9 ARE INTENDED ONLY AS ILLUSTRATIONS OF THE VARIOUS TYPES OF WORK THAT MAY BE PERFORMED UNDER THIS CLASSIFICATION. THE OMISSION OF SPECIFIC STATEMENTS OF DUTIES DOES NOT EXCLUDE THEM FROM THE CLASSIFICATION IF THE WORK IS SIMILAR OR A LOGICAL EXTENSION OF THE DUTIES OF THE CLASSIFICATION, PROVIDED THE EMPLOYEE HAS BEEN PROPERLY TRAINED TO PERFORM THE DUTIES.

**10. DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- (A) Graduation from high school or GED equivalent; and,
- (B) Must possess a valid Iowa Grade III Wastewater Operator's Certification.
- (C) Must have valid CDL Class B Endorsement; and
- (D) Must have a valid Stormwater Inspector Certification.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities associated with public works operations.
- (B) Some skill understanding in reading and interpreting construction drawings, plans, and specifications.
- (C) Skill in operation of listed tools and equipment.
- (D) Must be able to speak and write fluently in the English language.
- (E) Ability to accurately prepare, record, organize, and maintain field inspection and office administrative records, data, and systems. Ability to perform required mathematical calculations.
- (F) Ability to establish and maintain effective working relationships with employees, other departments, officials and the public. Ability to communicate effectively orally and in writing.
- (G) Ability to work independently and to carry out and complete daily, weekly, bi-monthly, monthly, semi-annual, and annual tasks according to work schedules and other time constraints.
- (H) Working knowledge of the hazards and safety precautions common to municipal public works activities.

- (I) Working knowledge of the practices, methods, materials, and tools used in modern equipment and facilities maintenance.
- (J) Thorough knowledge of equipment, facilities, materials, methods and procedures used in; public sewage collection, pumping, and treatment systems; storm drainage systems; and street systems.
- (K) Thorough knowledge of underground pipe installation, connection, and repair and street construction and repair.
- (L) Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to understand and carry out written and oral instructions.

**11. SPECIAL REQUIREMENTS:**

- (A) Must be physically capable of moving about on various construction type work sites and under adverse field conditions.
- (B) Pre-employment physical including drug and alcohol testing is required for this position as well as post-employment, random drug testing and alcohol testing as required per City policy.

**12. TOOLS AND EQUIPMENT USED:**

Personal computer; calculator; phone; copy machine; pipe locator, pressure gauges, testing equipment, motor vehicle, mobile or portable radio; various mechanic's tools, air tools, personal protective equipment including SCBA systems, electronic vehicle diagnostic tools and other tools required for minor repairs and routine maintenance of motor vehicles and equipment; simple surveying equipment; welders; and other various, related tools and equipment as listed above under "Essential Duties and Responsibilities".

**13. 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 and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms; walk, climb, balance, stoop, kneel, crouch, crawl, and smell.

The employee must occasionally lift and/or move, individually, up to 50 pounds. Specific vision abilities required by this job include close and distance and color vision, peripheral vision, depth perception, and the ability to adjust focus.

**14. 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 usually works outside in varying weather conditions. The employee occasionally works in high, precarious places and is customarily exposed to

wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee frequently works near moving mechanical parts. The noise level in the work environment is usually quiet while in an office setting and moderate to very noisy when in a field setting.

**15.     SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Preference may be given, in priority order, 1) to those applicants possessing a valid Iowa Grade III Wastewater Operator's Certification, and 2) to qualified City residents.

**THIS CLASSIFICATION DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND EMPLOYEE AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE OVER TIME.**