



Job Title: Utilities Senior Operator
Department: Public Works - Utilities
Reports To: Utilities Supervisor

Job Type: Full-Time
FLSA Status: Non-exempt
Grade: 11/13

Approved By: Mike Grafsgaard
Approval Date: 9/27/2023

Job Summary

Under direction of the Utilities Supervisor, serves as the lead operator and foreman for the Sanitary/Storm Sewer and Flood Protection system operations. Supervises and coordinates the daily operation, maintenance and incidental repairs of the City's sanitary and storm sewer systems as well as the City's flood protection system. The Senior Operator also assists the water system superintendent in repair and maintenance of drinking water infrastructure when required.

Essential Functions and Duties

General Duties

- Assists the Utilities Supervisor with the hiring, training, supervising and evaluation of staff including:
 - Prioritizes, schedules and assigns duties to staff based on time and staffs' expertise to perform the function.
 - Follows necessary departmental personnel procedures in conjunction with the City policies and pertinent laws.
 - Analyzes and resolves work problems or assists workers in solving work problems.
 - Coordinates with leadership and other departments to efficiently and effectively complete required tasks. Works with supervisors of other departments to schedule and share personnel and equipment.
 - Perform activities of various Utilities employees, when needed.
 - Ensures staff maintain daily work logs and time sheets for work completed.
 - Organizes safety programs and training for employees.
 - Address complaints and resolve problems; seek support and assistance from higher levels of leadership when necessary.
- Works closely with the Public Works Director and Utilities Supervisor to create annual budget:
 - Recommends the purchase of materials and equipment for the Utilities Department to Utilities Supervisor. Helps track and code purchased orders.
 - Assists with the recommendation of capital improvements and utility projects that need to be done.
- Determines maintenance needs; establishes and maintains regular servicing schedule for all equipment and vehicles, tracks equipment maintenance and cost.

- Uses Utilities Department equipment and trains staff in the use of equipment, including but not limited to sewer cleaning/jetting equipment, lemna harvesters, chemical spraying equipment, specialized mowing equipment and standard heavy construction equipment.
- Logs equipment and personnel hours expended to complete various tasks performed by department to allow expense tracking.
- Develops, implements and maintains inventory program for equipment, materials and parts.
- Ensures staff are properly trained and utilizing SCADA system and GIS mapping/identification software.
 - Updates and submits various reports to other departments and external government agencies.

Wastewater Duties

- Oversees and directs the daily operation, maintenance and repair of the City's wastewater collection and treatment system including but not limited to the following associated items:
 - Ensures regular inspections and maintenance of wastewater facilities and appurtenances are completed.
 - Develops and implements a wastewater system preventive maintenance program including collection system cleaning and maintenance, manhole and pipe inspection and repair, pump and valve maintenance and general mechanical inspection/repair.
 - Conducts inspections of mechanical systems, generators, electrical components, motors, pumps and other building components and systems.
 - Ensures the wastewater treatment system is operated and maintained according to established standards to ensure efficient operation and all government-agency imposed standards are met.
 - Ensures required testing, documentation and reporting is completed.

Stormwater Duties

- Oversees and directs the daily operation, maintenance and repair of the City's stormwater collection system including but not limited to the following associated items:
 - Ensures regular inspections and maintenance of stormwater facilities and appurtenances are completed.
 - Develops and implements the stormwater system preventive maintenance program including collection system cleaning and maintenance, manhole and pipe inspection and repair, pump and valve maintenance and general mechanical inspection/repair.
 - Conducts inspections of mechanical systems, generators, electrical components, motors, pumps and other building components and systems.
 - Ensures the stormwater collection system including drainage ditches, culverts, storm retention ponds and pump stations are operated and maintained according to established standards to ensure efficient operation and all government-agency imposed standards are met.
 - Ensures required testing, documentation and reporting is completed.

Flood Protection Duties

- Oversees and directs the daily operation, maintenance and repair of the City's flood protection system including but not limited to the following associated items:

- Ensures regular inspections and maintenance of flood protection system is completed according to United State Army Corps of Engineers (USACE) guidelines.
- Ensures pump station and components are maintained according to USACE guidelines and the appropriate O&M Manuals.
- Develops and implements a chemical usage program to limit vegetation growth along the flood protection system including the gravel, riprap, drainage channels and sand drain areas while ensuring all government-agency imposed standards are met.
- Conducts inspections of mechanical systems, generators, electrical components, motors, pumps and other building components and systems.
- Ensures required testing, documentation and reporting is completed.

Water Supply Duties

- Oversees and directs repair and replacement of drinking water infrastructure including but not limited to the following associated items:
 - Aides Water System Superintendent in maintenance, troubleshooting, repair and replacement of drinking water supply infrastructure.
 - Oversees and directs water main repair, curb stop repair, and various construction related work, including lead line replacement activities.

Typical Qualifications

- High school diploma and 2+ years of related work experience and/or training; or any equivalent combination of education or experience.
- Working knowledge of current water distribution, wastewater collection/treatment, stormwater collection and flood protection system maintenance, materials and equipment; general understanding of water and wastewater sampling and testing techniques; general knowledge of public works services, applicable bylaws and procedures.
- Highly organized and detail oriented, excellent communicator and effective at prioritizing.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments and the public.

Preferred Qualifications

- 5+ years of progressively responsible experience in Public Works, specifically wastewater and stormwater operations.
- Possession of, or ability to obtain within one year of hire, a valid commercial driver's license (CDL) with proper endorsements.
- Possession of, or ability to obtain within two years of hire, the following operator certifications through the ND Department of Environmental Quality to qualify for the appropriate grade level:
 - Grade 11
 - Class II Operator Certification - Water Treatment, Water Distribution, Wastewater Treatment and Wastewater Collection
 - Grade 13
 - Class II Operator Certification – Water Distribution, Wastewater Treatment and Wastewater Collection
 - Class III Operator Certification – Water Treatment

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 regularly required to:

Endure extended periods of standing, walking, sitting, and talking or hearing; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch, or crawl. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move more than 100 pounds with assistance. 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 regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to vibration. The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally works in high, precarious places and with explosives and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is occasionally loud.

Other

Must have the ability to cross-train and work with other public works departments. Ability to perform 24-hour standby duty for Public Works emergencies for the City of Devils Lake.

The City of Devils Lake maintains a drug and alcohol testing policy to remain compliant with federal regulations; employees and applicants in this job classification are subject to pre-employment testing, random testing, reasonable suspicion testing, post-accident and follow-up testing when appropriate.