



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

Job Type: Full-Time
FLSA Status: Non-exempt
Grade: 7/8

Approved By: Mike Grafsgaard
Approval Date: 10/31/2023

Job Summary

Under direction of the Utilities Senior Operator, is responsible for assisting in the daily operation and maintenance of the City's stormwater, wastewater and flood protection systems. Assists in the operation, maintenance and repair of the City's drinking water system when required.

Essential Functions and Duties

Wastewater Duties

- Assists in the daily operation, maintenance and repair of the City's wastewater collection and treatment system including but not limited to the following associated items:
 - Conducts regular inspections and maintenance of wastewater facilities and appurtenances including, wastewater intakes, pipes, lagoons, manholes and sanitary lifts.
 - Implements the 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.
 - Completes and maintains maintenance and service records for wastewater system equipment including sewer cleaning/jetting equipment and lemna harvesters.
 - Utilizes SCADA system and GIS mapping/identification software and provides necessary mapping updates.

Stormwater Duties

- Assists in the daily operation, maintenance and repair of the City's stormwater collection system including but not limited to the following associated items:
 - Conducts regular inspections and maintenance of stormwater facilities and appurtenances are completed.
 - 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.

- Assists in the operation and maintenance of the stormwater collection system including drainage ditches, culverts, storm retention ponds and pump stations according to established standards to ensure efficient operation and all government-agency imposed standards are met.

Flood Protection Duties

- Assists in the daily operation, maintenance and repair of the City's flood protection system including but not limited to the following associated items:
 - Conducts regular inspections and maintenance of flood protection system according to United State Army Corps of Engineers (USACE) guidelines.
 - Assists in the maintenance of pump stations and components according to USACE guidelines and the appropriate O&M Manuals.
 - Conducts inspections of mechanical systems, generators, electrical components, motors, pumps and other building components and systems.

Water Supply Duties

- Assists in the 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.
 - Assists with water main repair, curb stop repair, and various construction related work, including lead line replacement activities.

General Duties

- Responds to emergency phone and radio calls and makes referrals as required including scheduled weekday/weekend on-call hours and emergency non-scheduled work hours.
- Performs work for other City departments as instructed including, garbage collection, street maintenance, snow removal, mowing and cemetery maintenance.

Typical Qualifications

- High school diploma; or any equivalent combination of education or experience.
- 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

- 2+ years of experience in Public Works, specifically public works operations.
- Possession of, or ability to obtain within one year of hire, a valid commercial driver's license (CDL) with proper endorsements.
- Working knowledge of current wastewater collection/treatment and stormwater materials and equipment; general understanding of wastewater sampling and testing techniques; general knowledge of public works services, applicable bylaws and procedures.
- Possession of, or ability to obtain within three years of hire, the following operator certifications through the ND Department of Environmental Quality to qualify for the appropriate grade level:
 - Grade 8

- Class I Operator Certification - Water Treatment and Water Distribution
- Class I Operator Certification - Wastewater Treatment and Wastewater Collection

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.