

Watertown City CouncilDecember 11th, 2018**Agenda Item: Grade Adjustment****Request for Action: Adopt Resolution #2018-151, Approving Grade Adjustment to Utility Operator II****Department: Shane Fineran, City Administrator****Background:**

Logan Pysick, Utility Operator I, have recently pass and been certified to receive his Class B waste water operator's license. This was the ultimate licensure step for Logan when he was hired full time at the beginning of 2016 as a Utility Operator and the process to fill the requirements of a Utility Operator II licensure expectations. Logan has completed this licensure in the time frame that was possible according to state licensure requirements and the process to upgrade between classes.

It is recommended that Logan be moved from Utility Operator I, Grade 9 and Step 3 (\$48,251 per year) to Utility Operator II, Grade 10, Step 3 (\$51,628 per year) on the City's pay scale effective October 12th, 2018.

Attachments:

Resolution #2018-151

Utility Operator Job Description

**CITY OF WATERTOWN
RESOLUTION NO. 2018-151**

RESOLUTION APPROVING GRADE ADJUST TO UTILITY OPERATOR II

WHEREAS, the City of Watertown (the “City”) has a Utility Operator II position; and

WHEREAS, the City had hired Logan Pysick as a Utility Operator I with the expectation that he would progress and obtain the required licensure from the Minnesota Department of Health and Minnesota Pollution Control Agency to be a Class C Water Operator and a Class B Waste Water Operator; and

WHEREAS, Logan Pysick has successfully completed all licensure requirements of the Utility Operator II position as of October 12th, 2018; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Watertown, Minnesota, hereby approves the adjustment of Logan Pysick to Utility Operator II, Grade 10, Step 3 position on the City’s approved pay scale.

Adopted by the City Council of the City of Watertown this 11th day of December, 2018.

Steve Washburn, Mayor

ATTEST: _____
Lynn Tschudi, Clerk/Treasurer

CITY OF WATERTOWN JOB DESCRIPTION

JOB TITLE: Utility Operator II

DEPARTMENT: Public Works

EFFECTIVE DATE: November 2, 2015

FLSA STATUS: Non-Exempt

HOURS WORKED: 8 hours a day; 40+ hours/week; Subject to after hours duties including weekend duties for water/wastewater facilities, snow removal, and emergency response.

DEFINITION:

Performs routine to skilled maintenance work with city parks, grounds, buildings, vehicles, equipment, water and wastewater; and performs related duties as required.

SUPERVISION RECEIVED:

Works under the general and technical supervision of the Public Utilities Superintendent, general direction of the Public Services Superintendent and City Administrator.

SUPERVISORY FUNCTIONS:

Provides some work direction to seasonal or part-time employees.

EQUIPMENT/JOB LOCATION:

Works outdoors in all weather conditions and from an office in Public Works Building, with a common computer and copy machine. Works outdoors with large industrial equipment and

power tools of various sizes and weights. This job requires periods of heavy physical efforts. Exposure to noise and outdoor elements as necessary to perform essential functions of position. Equipment, hand tools, and power tools are utilized.

ESSENTIAL FUNCTIONS OF THE JOB:

- Mows and trims grass; sprays for weeds.
- Plows, shovels, de-ices, sands and blows snow on city-owned property.
- Assists with repair or replacement of manholes and sewer grates; cleans storm sewers, catch basins, and sand traps.
- Responds to calls involving plugged sewers, sewer backups, water main breaks, leaks, and frozen water lines.
- Assists in checking and maintaining pumps and lift stations; puts chemicals in lift stations as needed; checks pump house to see that wells are pumping.
- Checks and records chlorine and fluoride readings; adds chlorine and fluoride to maintain proper levels.
- Assists in operating and maintaining the wastewater treatment plant including inspecting, cleaning, servicing, and maintaining or repairing equipment.
- Services motors and equipment to ensure wastewater plant runs smoothly and cost efficiently.
- Tests water samples, checks and replenishes chemical feeders; adjusts feed rate settings; greases feeders and oils feeder motors.
- Tests generator monthly, reads out pumping stations, records information.
- Cleans the treatment plant, hauls sludge, cleans and maintains lift stations, and assists in repairing and replacing sewer lines.
- Collects wastewater samples, performs laboratory tests to check influent and effluent, and records information and/or sends to MN Valley for testing.
- Operates a sewer jetter to clean sewer lines and storm sewers.
- Flushes, paints, and oils fire hydrants.
- Performs preventative maintenance and repair work on some city street equipment and vehicles.
- Reads water meters and records information; checks meters and gauges, pumps, and control panels to verify correct operation of equipment and adjusts as needed.
- Backwashes water plant filter.
- Locates and removes stray animals and transports to kennel.
- Performs miscellaneous welding, carpentry, and repair work as needed to City buildings.
- Purchases routine items as needed.
- Delivers material and equipment to various locations.
- Responds to alarms, checks and maintains facilities after storms and power outages.
- Assists the City to meet standards of the MPCA Quality Assurance Program.
- Prepares maintenance records as required.
- Maintains the City's material safety data sheets for WWTP.

- Utilizes computerized wastewater maintenance program to track and schedule maintenance work.
- Inspects sewer and water connections.
- Installs water meters and remotes.
- Operates water/wastewater facility when Utility Superintendent is on vacation.
- Does weekend duties for water/wastewater facilities.
- Reads business water meters.
- Collects samples for Total Coliform of water systems and sends into MN Valley Testing Labs.
- Performs daily inspection of wells and tower.
- Locates curb stops.
- Locates water mains and sewer lines using City maps.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY:

- Ability to work outside of normal working hours on an on-call basis as the needs of the City require.
- Ability to perform essential functions during required hours of position.
- Ability to communicate effectively in English, both in oral and written formats.
- Possession of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described above.
- Demonstrated ability to establish and maintain positive and effective relationships with other employees, the City Administrator, the public and other governmental agencies.
- Ability to work in confined spaces which may require the use of a self-contained breathing apparatus.
- Ability to perform sustained physical labor for prolonged periods of time.
- Working knowledge of the safe operation of department equipment including the operation of power mowers.
- Working knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work with the park, street, water and wastewater systems.
- Working knowledge of tools, methods, operations, and materials used in public works maintenance.
- Working knowledge of traffic laws as applied to operating trucks and heavy equipment.
- Working knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work with the street, water, sewer, and park systems.

- Working skill in operating heavy equipment for snow removal, sanding sweeping, and patching City streets.
- Considerable ability to work in confined spaces such as storm sewer or utility holes.
- Considerable ability to regularly lift and carry objects weighing up to 25-35 pounds and less frequently lift and carry objects weighing up to 50 pounds.
- Working ability to operate light and heavy equipment for snow removal, sanding, sweeping, and patching City streets.
- Working ability to perform street maintenance and repair.
- Working ability to maintain equipment and vehicles, record information, and to follow a preventative maintenance program.
- Working ability to work independently, to prioritize work, to follow instructions and read technical manuals and guides.
- Working ability to communicate effectively with other City employees and the general public and to operate a radio and telephone.
- Working knowledge of laboratory testing and laboratory equipment involved in water and wastewater treatment.
- Working knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work with water and wastewater systems.
- Working knowledge of the rules and regulations related to water and wastewater treatment and plant operation.
- Working skill in the inspection, repair and maintenance of water and wastewater equipment and facilities.
- Working skill in testing water, wastewater and sludge samples and evaluating results.
- Working ability to head alarms and mechanical malfunctions and distinguish between smells and colors.
- Working knowledge of PC-based public work computer applications and software.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions of this position. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to focus as it relates to such tasks as driving a vehicle during the day and night, operating equipment, processing paperwork, overseeing public activities, etc. Considerable ability to use small motor skills necessary to manipulate objects requiring manual dexterity. Considerable ability to use large motor skills which include bending, crawling, standing, reaching, climbing ladders, walking, balancing, kneeling, twisting, stretching, pushing and pulling during the workday for long periods of time. Employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls and reach with hands and arms.

- **SITTING:** In vehicles and at training sessions.
- **STANDING:** On job sites and hard slippery surfaces.

- **REPETITIVE MOVEMENT:** With hand/wrists while driving, using tools and equipment.
- **SIGHT:** Performing work and operating equipment safely.
- **HEARING:** Communicating with personnel and the public in person, by radio and telephone, hearing warning mechanisms on equipment and vehicle. Noise level is usually moderate.
- **SPEECH:** Answering telephones and radios, speaking with supervisor, other personnel and the public.
- **LIFTING:** Tools, supplies, materials, and equipment. Ability to lift up to 50 pounds.
- **WALKING:** Performing maintenance duties within job sites.
- **CLIMBING:** Getting onto and off machinery, equipment, ladders, and roofs. Heights could be over 8 feet in the air.
- **REACHING:** Retrieving supplies, materials, and equipment. Performing maintenance duties in all city buildings.
- **PULLING/PUSHING:** Using tools and equipment of various sizes, weights, and shapes.
- **GRASPING:** Pens, pencils, radios, tools, and various equipment.
- **TWISTING/TURNING:** Performing work at job sites and on equipment.
- **KNEELING:** Performing work at job sites and on equipment.

ENVIRONMENTAL CONDITIONS:

The position requires exposure to the following:

- **NOISE:** Moderate to high level from machinery, trucks, and heavy equipment.
- **FUMES:** Odors from equipment, vehicles, paint, chemicals, gasoline, asphalt, oils, cleaning agents, sealers, and trash pick/disposal.
- **DUST:** High levels of wood dust, dirt, fertilizers, outside air dust.
- **CHEMICALS:** Paints, sprays, chemicals used in public works and parks maintenance operations.

MINIMUM QUALIFICATIONS:

- Completion of one year technical or community college program in water and wastewater treatment or equivalent work experience.
- Must have a valid Minnesota Driver's License, Class B, with airbrake and tanker endorsements.
- Must obtain tanker endorsement and sludge applicator's license within six months of hire date.
- Must possess and maintain a Class B Wastewater Operators License and Class C Water Operators License within six months of hire date.
- Ability to perform the physical elements of essential job functions in the outdoors and in a building.
- Ability to lift up to 50 pounds.

DESIRED QUALIFICATIONS;

- Type IV Sludge License
- Special Engineer Boiler License
- Three years' experience in municipal water and wastewater field
- Class A Wastewater Operators License

NON-DISCRIMINATION POLICY:

The City of Watertown will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Watertown reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)