

**CITY OF CIRCLE PINES
CENTENNIAL UTILITIES
POSITION DESCRIPTION**

POSITION IDENTIFICATION:

TITLE: Public Works/Gas Service Worker

DEPARTMENT: Public Works/Gas Utility

STATUS: Full-time Non-exempt

SALARY SCHEDULE: IUOE Local #49 Contract

POSITION SUMMARY: Performs all public works functions, streets, water, sewer, storm sewer along with installing, maintaining and servicing all gas utilities.. Level of work is evaluated on a step system. Advancement through the step system is based on annual evaluation of skill level and performance as outlined in this position description. Position is required to be on-call. Reports to the Public Works Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Natural Gas Duties

- a. Performs skilled work in gas system maintenance, including installing new gas mains and service lines. Performs gas fusion of piping.
- b. Performs gas meter maintenance, including repairs and complete changeouts. Documents all maintenance including status of cathodic protection.
- c. Maintains large-volume gas meters and regulators, including maintenance and repair with documentation. Assists in annual proofing as outlined in the O & M Manual.
- d. Maintains odorization equipment and takes samples with odorator and documents to meet O & M Manual requirements.
- e. Pressure tests regulators and adjusts pressure setting to comply with O & M Manual requirements.

- f. Performs periodic pressure checks at residence to determine correct regulator pressure.
- g. Maintains relief valves and completes annual operational tests. Documents operational results.
- h. Obtains daily gas readings, final readings and usage check readings. Assists in meter readings and records information on appropriate forms.
- i. Performs annual above-ground corrosion survey as outlined in the O and M Manual.
- j. Maintains supply of pipe components including nipples either through direct purchase or threading.
- k. Performs annual leak surveys with flame ionization unit and combustible gas indicator.
- l. Performs gas line locating with Metrotech.
- m. Monitor and operate TBS regulator station.
- n. Calibrate gas tracs.

2. Streets Duties

- a. Performs snowplowing operations.
- b. Asphaltting and pot hole patching of streets.
- c. Perform street sweeping duties.
- d. Perform crack filling.

3. Water Duties

- a. Performs daily and monthly water sample testing.
- b. Lab analysis of water samples.
- c. Maintain and monitor pumphouses.
- d. Operate and maintain filter plant.
- e. Hydrant Flushing.

- f. Rebuild fire hydrants.
- g. Repair and maintain curb stops.

4. Sewer Duties

- a. Maintains and repairs lift station pumps and controls.
- b. Performs sewer jetting and Vac-all duties with Vac-Con truck.
- c. Maintain and clear manholes.

5. Storm Sewer

- a. Maintain and repair storm sewer mains.
- b. Maintain and repair storm sewer outfalls and inlets.

6. General Duties

- a. Maintains Vehicles.
- b. Performs public works standby duties. This includes a working knowledge of water and sewer operations, and natural gas operations.
- c. Takes actions to reduce and/or prevent the occurrence circumstances that lead to justifiable citizen complaints whether or not they are reported to city officials.
- d. Establishes good working relationships with other city personnel and the general public.

OTHER DUTIES AND RESPONSIBILITIES

Responsible for working overtime, emergency call-outs, or be on call as necessary or assigned. Normal working hours are Monday through Friday 7:00 a.m. to 3:30 p.m.

Operate hole hog for underground boring.

Repairs water service lines.

Ability to use ground defroster to install winter services.

Performs other duties as assigned or apparent.

These examples are intended only as illustrations of various types of work performed, and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to communicate effectively orally and in writing with supervisor, City staff, elected officials, regulatory agencies, contractors and the general public. Ability to follow verbal and written instructions. Ability to establish and maintain effective working relationships with employees, supervisor, other departments and the public. Ability to document performance results, gas flow and maintenance activities.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions and decimals.

KNOWLEDGE, SKILLS AND ABILITIES

Step 1

1. Some basic knowledge of maintenance practices for water, gas, sewer and street systems.
2. Ability to read, understand and follow written and oral instructions, including safety rules.
3. Ability to learn water and sewer operations.
4. Ability to operate light and heavy equipment.
5. Ability to read gas and water meters.
6. Ability to deal tactfully and effectively with all, city personnel, outside agencies and the public.
7. Ability to work safely.

Step 2

1. Knowledge of gas maintenance and repair techniques.
2. Skill in driving snowplow trucks and using sanding equipment.
3. Skill in reading meters.
4. Ability to perform water line repairs to restore water pressure.
5. Ability to perform all on-call duties.
6. Ability to operate and maintain water pump houses and sewer lift stations.
7. Ability to keep all required and requested records on water/sewer/gas and street activities.
8. Ability to use and operate 4 WD loader and street roller.
9. Ability to perform street repair.
10. Ability to maintain all equipment used.
11. Ability to perform cement work.
12. Ability to relight pilots on gas appliances and repair gas leaks.
13. Ability to perform, cathodic readings, odorant readings and odorant usage calculations.
14. Ability to use a combustible gas indicator and gas trac.
15. Ability to operate a bucket truck.

Step 3

1. Understanding of the KSA's from Steps 1 and 2.
2. Skill in performing cathodic repairs on service lines.
3. Skill in installing gas service lines.
4. Skill in testing regulators and relief valves.
5. Ability to operate a water filtration plant.
6. Ability to operate a trencher safely and efficiently.
7. Knowledge of DR 3900 Water Test

8. Knowledge of SCADA system.
9. Knowledge of how to do a manual backwash in filter plant.

Step 4

1. Understanding of the KSA's from Steps 1, 2 and 3.
2. Skill in operating a street sweeper and loader/backhoe.
3. Ability to use flame ionizer leak detection equipment.

Step 5

1. Thorough knowledge of water, gas, sewer and street operations by understanding the KSA's from Steps 1, 2, 3 and 4.
2. Ability to operate all public works equipment.

Minimum Requirements

Step 1

1. Successful completion of the city's physical examination, including drug testing.
2. High school diploma, GED or equivalent.
3. Possess a Minnesota Class D drivers license.

Step 2

1. One year of acceptable performance at Step 1, meeting all Step 1 requirements.
2. Certification to conduct plastic pipe fusions.
3. Possess Class B CDL driver's license.

Step 3

1. One year of acceptable performance at Step 2, meeting all Step 2 and lesser requirements.
2. Possess Class D Water license.

Step 4

1. One year of acceptable performance at Step 3, meeting all Step 2 and lesser requirements.
2. Possess an SD sewer license.

Step 5

1. Possesses required natural gas certification.
2. One year of acceptable performance at Step 4.

EDUCATION AND/OR EXPERIENCE

High School Diploma or GED. Three (3) years experience in gas appliance repair and gas system operation.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of Minnesota CDL drivers license (or able to obtain within five months) Class D at hire.

Possession of Class D water operations license (or able to obtain within three years).

Possession of SD or sewer license.

Possession of natural gas operator qualifications (or able to obtain within one year).

Additional compensation is available for employees who obtain a C water operations license and a SC sewer license.

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 use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand, talk, hear, walk, sit, climb or balance, stoop, kneel, crouch or crawl

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distant 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 frequently works near moving mechanical parts, and with electrical equipment exposing the employee to the risk of electrical shock, and/or in confined spaces. Work is generally performed in outside weather conditions, including inclement weather conditions and/or wet, humid conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and vibration.

The noise level in the work environment is usually moderate to loud.

The employee will occasionally be exposed to potentially explosive conditions.

MINIMUM REQUIREMENTS

1. High school diploma.
2. Ability to operate public works equipment.
3. Possess a Minnesota Class D drivers license.
4. Pass City drug and alcohol test and city physical.

DESIRABLE REQUIREMENTS

1. Three (3) years experience in gas system operation.
2. Possession of Minnesota CDL drivers.
3. Possession of Class C water operations license (or able to obtain within three (3) years).
4. Possession of SC sewer license.
5. OQ Certification.

NON-DISCRIMINATION POLICY

The City of Circle Pines does not discriminate on the basis of handicapped status in the admission or access to its programs and activities; or in treatment or employment of handicapped persons.