

POSITION: UTILITIES OPERATOR
Reports to: Utilities Director or Designee
FLSA Status: Full-time, Non-exempt
Pay Grade: 10 with no CDL or certification
11 with CDL
12 – 14 with additional certifications

SUMMARY: The **Utilities Operator** performs a variety of duties involving general operations of water treatment and distribution, wastewater collection and treatment, storm sewer maintenance, and overall system construction and repair. This individual also responds to emergency situations involving disruptions in City services, snow and ice removal, etc.

ESSENTIAL FUNCTIONS:

1. Water/Wastewater Systems

- Operate and maintain City water and wastewater equipment and facilities
- Perform regular inspections and maintenance to pump station equipment; collect samples for testing
- Install, maintain and locate water lines, sewer lines, manholes, hydrants and shut-offs
- Install and maintain water meters and meter reading systems in residential and commercial establishments; and on fire hydrants for contractor use
- Turn water service on/off; collect delinquent bills
- Respond to customer inquiries; check for leaks; back-ups; perform routine maintenance
- Perform excavating of underground water and sewer lines as needed; perform street patch and repair
- Prepare required records and reports

2. General Maintenance

- Clear debris from storm drainage facilities and assist with repairs and other work related to storm drainage
- Assist with building maintenance repairs and projects
- Assist with maintenance, cleaning and repair of City vehicles, equipment, facilities, streets and parks
- Assist with general grounds maintenance to include lawn care, mowing, watering, tree trimming, spraying pesticides and herbicides, etc.
- Perform snow and ice removal procedures: plow, sand, load trucks, haul snow, shovel sidewalks
- Ensure tools and equipment are used safely; personal protective equipment is used properly; initiate requests for repair or replacement of tools and equipment when necessary
- Assist with building maintenance repairs and projects as needed
- Assist with rubble site as needed

OTHER FUNCTIONS:

- Perform other duties, projects and tasks as may be required by the Utilities Director or designee and/or to assure the success of department operations and services

QUALIFICATIONS AND REQUIREMENTS:

1. Education and Work Experience

- High School Diploma, or equivalent GED required
- Must have or be able to obtain Class 1 Water and Wastewater Certifications within 2 years; and Class 2 certifications within 4 years

2. Skills, Knowledge and Abilities

- Should have general knowledge of occupational hazards connected with water treatment, wastewater collection and treatment, electricity, chemicals, equipment operations, etc.
- Must have general mechanical ability and knowledge of tools and methods used in basic carpentry, plumbing, electrical, painting and equipment repair
- Must have knowledge of correct operation of trucks, tractors, loaders, sweepers and other power equipment
- Must have good interpersonal skills, with the ability to adapt to various situations and people
- Must be able to read directions, basic blueprints and maps; be able to calculate amounts and measurements

- Must be able to work independently, as well as in a team environment

3. Physical Capabilities

- Wide variety of physical activity required: may include extended periods of strenuous activity, including heavy manual labor, lifting up to 75 pounds, digging, carrying, climbing, stooping, reaching, pulling, crawling through narrow accesses, and withstanding exposure to variable weather conditions
- Must have the ability to operate a variety of heavy equipment, including trucks, snow equipment, loaders, backhoes and sweepers
- Must have the ability to work inside and outside activities in all types of weather; daytime and nighttime hours may be required

4. Additional Requirements

- Valid Driver’s License; safe driving record
- Must have or be able to obtain Commercial Driver’s License within 6 months
- Must be able to be on-call during nights, weekends and holidays on a rotating basis

NOTE:

- The City of Canton is an Equal Opportunity Employer, and will consider applicants for all positions without regard to race, religion, creed, color, national origin, genetic information, sex, age, disability, political affiliation, marital or veteran status, or any other basis prohibited by South Dakota or federal law.
- In accordance with the American’s with Disabilities Act, the City of Canton will consider reasonable accommodations for qualified individuals with disabilities.
- This position description is intended to provide a fairly comprehensive and accurate description of the position, but it will not cover all aspects, details or tasks required. Other functions, responsibilities and requirements may be assigned, and this position description may be changed at the direction of the City Commission at any time.

ACKNOWLEDGEMENT:

I have read this position description and will do my best to effectively perform the functions and responsibilities required.

Employee

Date

I have reviewed this position description with the individual identified above, and will do my best to provide effective direction and support so this employee can be successful in his/her performance.

Supervisor

Date