

CITY OF STOCKTON

PUBLIC WORKS JOB DESCRIPTION

GENERAL PURPOSE

Maintains the overall public works systems for the City of Stockton including but not limited to the city water works and wastewater sewer system; city street maintenance; the city park systems; equipment repair and maintenance; and city buildings. Must be able to work outside in varied weather conditions. Must work cooperatively with all city staff and the Stockton City Council for the benefit of the City and the City residents.

SUPERVISION RECEIVED

Works under the direction of the City Council.

SUPERVISION EXERCISED

Exercises general and technical supervision over department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Nature of Work:

- Public Works:
 - Work under the direction of the City Council on projects and pursuit of cost estimates
 - Work with City Staff, Council, and Engineer on development of long-range plans
 - Maintain and repair city equipment and update equipment records
 - Maintain buildings. Maintain record of maintenance and repairs of buildings
 - Assist with catching and securing stray animals
 - Keep all city streets and culverts clean and free of weeds, leaves, and other debris
 - Determines street sign placement; straightens and replaces street signs that are damaged
 - Repair and patch streets, curbs, manholes, and culverts
 - Mowing grass in the city parks
 - Oversees or perform cleaning and maintenance of parks
 - Plow snow from all city streets and alleys; and city buildings and walks as needed
 - Maintain any city property as needed under the direction of the City Council
 - Maintains maps of valve locations, water and sewer pipe locations
 - Purchases parts, equipment, and supplies; makes comparison checks on times to be purchased; submits information and makes recommendations to council for decisions
 - Locate sewer & water lines for contractors under Gopher State One Call
 - Oversees policies, procedures, and practices to ensure safety and efficiency in the work environment
 - Performs miscellaneous welding, carpentry and plumbing work as needed
 - Oversees and maintains, repairs, installs, and removes Christmas lights
- Water System:
 - Monitor wells and pumps; maintain pumping records
 - Obtain and send water samples for water testing per State of Minnesota regulations
 - Test water and treat with chemicals as required

- Maintain water hydrants (bi-annual flushing) and water mains (repairs as needed)
- Paints and oils fire hydrants; may repair fire hydrants; prepare hydrants for the winter in the fall; and checks water level
- Replace or upgrade residential water meters as needed or directed
- Assist residents and staff in trouble shooting water usage problems
- Inspect installation of new water connections; sign off proper installations
- Oversees the well, water tower and distribution system operations
- Sanitary Sewer System:
 - o Check and repair lift station(s) daily
 - o Assist with the flushing, and roter system as needed.
 - o Oversees or repairs sewer lines and checks for easements across properties
 - o Inspect installation of new sewer connections; sign off proper installations
 - o Monitors the discharge of ponds, collect wastewater samples, prepares reports and sends reports and samples to state agencies; adjusts operations as appropriate
 - o Oversees, maintains, and performs major repairs to pumps and lift stations, tests generator
 - o Report monthly to MPCA
- Other Duties, Knowledge, Skills:
 - o Always representing the City of Stockton in a professional and responsible manner
 - o Maintain good public relations with city residents and staff; assist the public as needed
 - o Perform all work in a safe manner
 - o Must be able to respond to emergency calls in a timely manner
 - o Good oral and written skills
 - o Ability to be flexible and respond to changes in work schedules, workload, and work tasks
 - o Ability to understand and follow written and verbal instructions
 - o Ability to prioritize work tasks and complete assignments on a timely basis
 - o Ability to initiate routine work and carry out assigned tasks with little supervision
 - o Knowledge of data privacy and open meeting laws and ability to handle and maintain confidential information with appropriate level of discretion
 - o Ability to provide in a timely manner complete and accurate information regarding questions from callers and visitors
 - o Perform any other duties at the direction of the City Council
- Minimum Qualifications and Experience:
 - o High school graduate or GED equivalent
 - o Minnesota Health Department Class “D” Operators License
 - o Minnesota Wastewater Facilities Operator Class “D” Operators License
 - o Valid Class “B” Minnesota Drivers License. Must have no driving suspensions, revocations, or major violations in the past three (3) years.
 - o Must meet drug and alcohol testing requirements.

- WATER & WELL HOUSE

- DAILY:
 - 1. Read & Record gallons and time of water pumped
 - 2. Check PSI of water in reservoir – (67-69)
 - 3. Make sure powers on and lights and alarms work
 - 4. Check well room floor for water or chemical leaks
 - 5. Check chemical room for any leaks and chemical levels
 - 6. Make sure doors are locked, gate & lids are locked.
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- SAMPLING:
 - Sample water after every time it pumps from hydrant across from 8900 Rollin' Sunset Drive.
 - If you get a complaint, take a sample from the cold water. If high or low call Chad at 507-312-0372.
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- CHEMICAL LEAKS:
 - Vent the room and shut off the leak and have it repaired. Sample water once repaired. Call Chad at 507-312-0372
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- POWER OUTAGE, OR LOSS OF PHASE:
 - Shut off well switch main and unplug fluoride and phosphorus feed pumps. When the power is restored, turn on the main and plug feed back in. Call Chad and call MiEnergy to report power outage (1-800-432-2285). Sample water.
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- CHLORINE:
 - Free chlorine should be 0.20 – 0.50 if over 1.00 resample and call Chad.
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- FLOURIDE:
 - Fluoride should be 0.90 – 1.50 and if over 1.80 resample and call Chad.

- WASTEWATER & LIFT STATIONS

- DAILY:

- 1. Read & Record rainfall, or snowfall.
- 2. Read & record time meters.
- 3. Make sure all lights and alarms work
- 4. Make sure flows are not way high or low
- 5. Make sure power is on
- 6. Make sure the gate and lids are locked

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- WARNING LIGHTS:

- If warning lights are out, check the bulbs and replace them if needed.

- Make sure powers on and check breakers.

- Cal Chad at 507-312-0372

- Norman's Electric, Tom 507-864-2891, cell 507-951-1471 or home 507-864-2361

- Dick's Electric – Scott: 507-454-5724, cell 507-312-0093 or home 507-689-2024

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- ALARM ON:

- Make sure power is on

- Check breakers

- Check if pumps are working – call Chad, Norman's or Dick's Electric

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- EXTREME HIGH OR LOW FLOWS:

- Make sure power is on and check breaker

- If low or no flow check if pump is working

- Call Chad

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- POWER OUTAGE:

- Call MiEnergy 1-800-432-2285

- Shut off all pumps and turn back on when powers on.

- Hook up generator and pump lifts as needed. Call Kimo's pumping if needed: 507-452-4488.

- Make sure all pumps are working when the power is back on.