

**FAYAL TOWNSHIP
JOB DESCRIPTION**

JOB TITLE

Equipment Operator/Collection System Operator

DATE:

May 28, 2020

REPORTS TO: Working Foreman

DESCRIPTION OF WORK:

General Statement of Duties: To operate and maintain graders, tractor mower, loaders, rubber-tired loader, backhoes, trucks, shouldering machine, sweepers, culvert steamer, in and about Fayal Township. Work with a wide variety of hand and power tools safely in the performance of daily duties. Performs skilled maintenance operations work involving the water distribution and wastewater collection system for the Town, assists with administrative duties and performs related duties as required.

Working Environment: Primarily outdoors, all-weather conditions, noisy conditions, handling of fuels and lubricants, heavy traffic conditions.

Supervision Received: Works under the general supervision of the Working Foreman and/or Board Supervisor.

Supervision Exercised: Will supervise the activities of contractors when performing contracted work on the Town's water and wastewater systems.

PERFORMANCE RESPONSIBILITIES AS AN EQUIPMENT OPERATOR:

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the Working Foreman and/or Fayal Town Board.

- Receives instructions from the Working Foreman.
- Checks equipment for fuel, oil, and coolant and greases equipment daily. Fill out D.O.T. daily equipment checklist and reports needed repairs to supervisor.
- Operates levers and controls on graders, tractors, loaders, rubber-tired loaders, backhoes; to cut streets to grade, load sand, gravel and dirt. Plow snow with grader, etc.
- Hauls sand, gravel, dirt and supplies. Operates steam boiler to thaw culverts and cleans equipment.
- Loads snow with loader or backhoe.
- Installs culverts and back fill; fills holes in streets, digs catch basins and ditches.
- Flush streets for sweeper or blacktopping, operates sweeper to sweep and flush streets.
- Changes cutting edges and augers. Services equipment and changes tires including daily and regular preventative maintenance on heavy equipment as well as care and maintenance of assorted power tools.
- Keeps equipment in clean orderly condition.
- Early start times and overtime may be required.
- Assists in the coordination of long-range road repairs and maintenance as well as equipment maintenance and purchases and replacement.

- Assists in routine maintenance and minor repair activities of the Township buildings, water, wastewater and recreational facilities.
- Reads and interprets plans and locates utilities and other infrastructures in the field.
- Prepares and maintains daily activity reports.
- Helps and assists other departments as needed.

KNOWLEDGE, SKILLS AND ABILITIES AS AN EQUIPMENT OPERATOR

- Ability to carry out complex verbal or written instructions necessary for the performance of semi-repetitive manual and motorized tasks.
- Ability to read and comprehend MSDS and hazardous material worksheets and forms.
- Ability to make changes in sequence on semi-repetitive jobs.
- Ability to handle material manually and mechanically.
- Ability to work as a member of a crew requiring consideration with others to prepare and perform tasks.
- Ability to follow instructions and to work independently.
- Ability to operate graders, tractors, loaders, rubber-tired loader, backhoes, trucks, shouldering machine and other major equipment.
- Ability to obtain and maintain a valid Class "B" CDL driver's license.
- Ability to perform mechanical repairs on a variety of heavy equipment as well as other power equipment and tools.
- Knowledge and ability to prepare estimates, specs and reports.
- Moderate physical exertions, ability to lift and carry 55 pounds, acute mental and visual application in operating in congested areas.
- Ability to perform minor mechanical repairs on a variety of heavy equipment as well as other power equipment and tools.
- Ability to read and interpret construction plans and other engineering drawings.
- Ability to operate locating equipment and accurately locate buried utilities.
- Basic ability to operate a personal computer and SCADA system.
- Ability to converse and interact in a professional and polite manner with the public, public officials, regulatory officials, engineers and/or contractors and other employees of the Town.

PERFORMANCE RESPONSIBILITIES AS A COLLECTION SYSTEM OPERATOR:

The listed examples may not include all duties performed. Duties may vary somewhat.

- Checks meters, gauges, pumps and control panels to see all is operating properly; maintains, adjusts and makes minor repairs as needed.
- Inspects water and wastewater equipment and performs routine maintenance on this equipment.
- Collects samples, may perform preliminary field analytical tests and records information.
- Inspects the operation of all working equipment including lift stations, computer telemetry, etc.
- Assists in repairing water and wastewater main breaks by detecting leaks and pumping out water.
- Ensures that work performed on the Town's systems is in compliance with Confined Space Entry and other OSHA regulations.
- Mows grass and plows snow around lift stations.
- Maintains easement right-of-ways to keep clear of brush, etc.

- Keeps accurate records of maintenance work performed.
- Reports to Public Utilities Commission on the need for materials, supplies and equipment as needed.
- Reads and records electrical power meters for purposes of billing reconciliation.
- Prepares or assists office personnel in the preparation of a variety of state reports as required.
- Performs locates of water and wastewater lines for Gopher State One Call, as needed.
- Participates in a rotational after-hours on-call schedule through use of an auto dialer for the Public Utilities Department.
- Responds to emergency calls generated by auto dialer on the lift stations, troubleshoots problems and implements corrective action.
- Maintains and operates emergency generators in the case of power outages or other necessary reason.
- Monitors computer generated daily reports.
- Records daily and weekly flows.
- Performs, assigns and responds to tasks within the Building and Grounds & Recreation Departments.

KNOWLEDGE, SKILLS AND ABILITIES AS A COLLECTION SYSTEM OPERATOR:

- Considerable knowledge of tools, methods, operations and materials used in water and wastewater treatment.
- Considerable knowledge of Federal and State Laws, local ordinances and regulatory requirements for water facilities and wastewater collection systems.
- Considerable knowledge and training in confined space entry regulations and procedures.
- 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.
- Working knowledge in the repair and maintenance of water and wastewater equipment and facilities.
- Considerable ability to stand, walk, sit, bend, stoop, crouch, shovel, push and pull for long periods of time, sometimes repetitively when shoveling.
- Considerable ability to frequently lift and carry objects weighing up to 60 pounds and occasionally lift objects weighing 80-100 pounds when lifting chains, electric motors or pumps.
- Considerable ability to operate a computer to turn pumps on/off and to adjust the flow and levels.
- Considerable ability to perform heavy manual labor, sometimes under adverse conditions.
- Considerable ability to communicate effectively with other employees and the general public.
- Working ability to operate public works equipment.
- Working ability to follow oral and written instructions and to read and follow technical manuals.
- Working ability to read gauges, detect problems and respond appropriately to them.
- Helping and assisting other departments as needed.

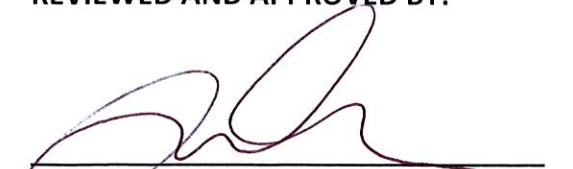
MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- Valid Class "B" CDL permit with the ability to attain Class "B" CDL driver's license within 6 months of hire.
- 5 years of work-related experience in operation and maintenance of heavy equipment.
- Ability to lift and carry up to 55 pounds.
- Ability to pass pre-employment physical and chemical screening.
- Employee will be subject to random drug and alcohol screening.

- Must possess Class S-D Wastewater Operator Certificate and a Class D Water Operator Certificate or be able to obtain same within 1 year of date of hire.

REVIEWED AND APPROVED BY:

Date: 6-2-2020


Staff Representative - AFSCME CO. 65


Fayal Township/Board Chairman