



CITY OF HENNING POSITION ANALYSIS

POSITION TITLE: Utilities Technician/Public Works Maintenance Worker

DEPARTMENT: Utilities and Public Works

SUPERVISOR: Utility Superintendent/Public Works Director

STATUS: Non-Exempt

PRIMARY OBJECTIVE: Performs skilled duties in the construction, operation, maintenance and repair of the electric, natural gas, water, and wastewater systems, as well as maintenance for public works, parks, and streets for the City of Henning. Perform any related duties as required.

TYPICAL DUTIES PERFORMED

PUBLIC WORKS (Public Works also includes the municipal airport)

- Maintains and repairs vehicles and equipment or ensures proper maintenance and repair if work is performed by outside workers.
- Maintains city and EDA buildings, as well as the grounds, facilities, and equipment relating to those buildings.
- Installs and maintains playground and other recreational equipment in city parks.
- Installs, repairs, and maintains street and runway lights. Assists in installing and removing and maintaining equipment/connections related to holiday decorations.
- Maintains, repairs, replaces traffic signs as needed.
- Trims boulevard trees to maintain clearance around streets, sidewalks, and street signs. Trims trees and shrubs, in city parks and other city properties.
- Performs, or assists in directing seasonal employees in, mowing, and trimming, and controlling weeds on city properties, including the airport, parks, ball fields, and city streets. Properly mixes and applies chemicals used for weed control.
- Assists with maintaining and repairing runway, city streets, alleys, parking lots, and sidewalks.

ELECTRIC

- Performs skilled work in the construction, maintenance, and repair of underground and overhead electric distribution systems. Operates and maintains all equipment related to the electrical distribution system. Work includes, but is not limited to, laying, stringing, pulling, installing, and splicing of wires and cables. Installing and changing transformers, junction boxes, pedestals, poles, and anchors.
- Maintains right of way clearance by trimming trees and brush as necessary.
- Maintains the substation by performing maintenance and repairs as needed.
- Reads and records the readings of the voltage regulators in the substation.
- Test transformers for PCBs and, if necessary, assists in the proper disposal of those transformers.

- Tests transformers and lines for proper balance.
- Performs live-line work using rubber gloves and hot sticks. Assists in ensuring that the gloves and sticks are electrically tested and safe to use.

NATURAL GAS

- Performs skilled work in the construction, maintenance, and repair of, and operates and maintains all equipment related to, the natural gas distribution system. Work includes, but is not limited to, service installations, leak repairs, and corrosion control.
- Performs leak and corrosion control surveys as well as sniff tests. Performs general patrols while performing regular duties.
- Performs, or ensures the proper calibration of equipment such as CGIs and the odorator.
- Performs emergency measures to control gas leaks including, but not limited to, evacuation of citizens, setting perimeters, testing for leaks, and working with emergency crews.
- Takes appropriate training to maintain proper Operator Qualification as directed by supervisor.

WATER AND WASTEWATER

- Performs operational and/or chemical changes in the water plant.
- Prepares and submits water and wastewater samples and tests and prepares and submits the proper reports for those operations.
- Performs all lab tests as required, calibrates, and ensures proper operation of lab instruments.
- Assists in performing, or directs contractors in maintenance and repair on pumps, motors, and other equipment related to the water plant and pump stations.
- Assists in performing daily checks on functioning of pumps, motors, and related equipment in connection with the water plant and pump stations.

ALL UTILITIES AND PUBLIC WORKS

- Performs activities related to the construction, maintenance, and repair of city parks, public facilities, streets, storm sewer, all utility systems and other related duties required for the smooth functioning of the public works and utility departments.
- Installs and maintains all utility meters. Reads all utility meters for utility billing.
- Locates underground utilities per Gopher State One-Call requirements.
- Assists in conducting inventory. Stocks shelves and cleans and maintains the shop.
- Operates and maintains all equipment related to the flow of electricity, natural gas, and water through the distribution systems. Does the same for the wastewater collection and treatment system.
- Operates and maintains equipment as required by the job, including but not limited to: digger/derrick, bucket trucks, tractor and skid loader, plow truck, and dump trucks; and tools including power tools, valve wrenches, and hot-line tools.
- Answers service calls related to all utilities, diagnoses problems and makes repairs if the problem is on the utility side. May make recommendations if the problem is on the customer side.
- Performs necessary departmental record keeping as assigned by supervisor. Maintains up to date utility maps and makes corrections and changes on all copies as required.
- Performs on call duties and serves as a backup, when available, for utility emergencies.

- Performs routine and preventative maintenance to all utility systems to avoid service interruptions.
- Supervises colleagues and contractors when designated by supervisor.
- Takes appropriate safety and operational training as directed.
- Performs other duties as apparent or assigned.

ESSENTIAL KNOWLEDGE AND ABILITIES

ELECTRIC

Knowledge of the principles of electricity, specifically, in the functional area of electric power distribution.

Knowledge of electric distribution systems.

Knowledge of OSHA regulations and the National Electric Safety Code

Skill in operating various hand tools and hot-line tools such as hot sticks and squeeze tools.

Ability to read and understand simple electric system plans, framing/construction specifications and schematic diagrams.

NATURAL GAS

Knowledge of the principles of natural gas, specifically, in the functional area of natural gas distribution.

Knowledge of natural gas distribution systems.

Knowledge of the Henning Natural Gas O&M Manual and the PHMSA Pipeline Safety Regulations parts 191 and 192

Knowledge of various hand tools including, but not limited to, pipe cutters, chamfering tools, squeeze-off tools, and valve wrenches.

Knowledge of various leak and smell detection tools.

WATER AND WASTEWATER

Knowledge of approved methods of, and tools and materials associated with, proper testing and sampling.

Knowledge of the principles of water, especially in the functional area of water distribution.

Knowledge of the principles of wastewater, especially in the functional area of wastewater collection and treatment.

PUBLIC WORKS

Knowledge of streets and storm sewer systems.

Ability to operate and maintain various equipment associated with street maintenance. This includes but is not limited to the plow truck and sander, dump trucks, skidsteer, and tractor and blower.

Ability to operate lawn mowers and weed trimmers.

ALL UTILITIES AND PUBLIC WORKS

Skill in identifying problems, alternatives, and resolutions (troubleshooting).

Skill in operating various hand, battery powered, gas powered, and hydraulic tools including, but not limited to, pipe wrenches, drills, and chainsaws.

Ability to operate and maintain heavy equipment such as boom trucks, digger/derrick, tractor, and skidsteer and its various attachments such as the trencher, vibrating plow, backhoe, and grapple.

Ability to construct, maintain, and repair all areas of electric distribution systems.

Ability to communicate with co-workers, customers, and various business contacts in a courteous and professional manner.

Ability to lift 100 pounds.

Ability to obtain and maintain a Class A Commercial Driver's License.

Knowledge of all OSHA and other applicable safety regulations.

WORKING ENVIRONMENT

Work involves routine exposure to irritant/fumes, hazardous chemicals, temperature extremes, vibrations, and noise.

Work on high and low voltage energized lines. Work on pressurized natural gas lines. Work on pressurized water lines.

Considerable physical effort is required involving many types of movements such as lifting, bending/stooping, twisting/turning, pushing/pulling, crouching/kneeling, and climbing.

Work in confined spaces.

Work in potentially gaseous areas.

Work up to heights of 60 feet in the bucket truck with tasks overhead.

MINIMUM QUALIFICATIONS

Licenses:

Valid MN Class A CDL or ability to obtain one within 6 months of employment.

Trained and certified in CPR and first aid.

Must pass DOT Drug and Alcohol Test (position is subject to pre-employment and random drug and alcohol testing).

Certifications:

Employees will be expected to obtain a Class C water and Class D wastewater license after an appropriate amount of training.

Employees will be expected to pass an approved journeyman lineman's certification. This will directly affect his or steps in the Step and Grade plan.