

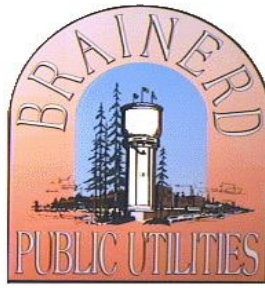


Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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| <input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> P&F COMMITTEE <input type="checkbox"/> SPW COMMITTEE <input type="checkbox"/> MAIN AGENDA | Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) *provide copy of published hearing notice <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <input type="checkbox"/> Ordinance 1 st Reading |
| Submitted by: | Department: |
| Presenter (Name & Title): | Estimated Time Needed: |
| Summary of Issue: | |
| Alternatives, Options, Effects on Others/Comments: | |
| Recommended Action/Motion: | |
| Financial Impact: Is there a cost associated with this request: <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping \$ _____ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Please Explain:</u> | |



Water Plant Relief Operator / Laborer

Department: Water

FLSA Status: Non-Exempt

General Definition of Work

Performs limited to skilled trades work operating the municipal water supply system, assisting crews with maintenance and/or repair duties at other utility facilities and related work as apparent or assigned. The work schedule will vary and is assigned by the BPU Superintendent. Shift work will involve backfilling for the water plant operators as needed due to scheduling, vacations, and construction activities. Work will typically be performed under the supervision of the Water Plant Chief Operator or Water Crew Chief.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude employee from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Serves as a Relief Operator to assist with the operation, repair and maintenance of the water treatment plant, central station and related facilities. Duties include operating, monitoring, and/or troubleshooting of control panels, SCADA system, booster stations, service pumps, wells, water towers, and ground reservoirs.
- Operates a water supply system in compliance with operating guidelines; ensures safe drinking water.
- Makes regular inspection of plant and equipment to ascertain that it is in proper operation at all times; monitors treatment process and flow throughout plant; performs repair and maintenance of equipment and reports major repair needs to Water Plant Crew Chief; troubleshoots electricity, telemetry, mechanical, chemical, hydraulic and pneumatic systems; conducts repairs.
- Collects data from various charts, graphs, gauges and meters of plant operations to assist in preparation of reports for submission to regulatory agencies, superiors or others as required.
- Analyzes water samples; adjusts proper chemical feeds.
- Reads; monitors and regulates tank levels and flow pressures to document operations and prepare reports.
- After business hours receives and dispatches calls for water, wastewater and electric crews. Assists with trouble calls if requested.
- Maintains security of treatment plant; responds to alarms and emergency situations, responsible for emergency action plan in case of leak.
- Monitors all BPU systems using SCADA.
- Performs custodial, groundskeeping and building maintenance at all utility facilities and operations.
- Receives and responds to inquiries from the public in a prompt and professional manner regarding questions, concerns, and problems that arise.
- Maintains state certifications for operations by attending training seminars.
- Assists other Brainerd Public Utilities service crews as needed and in emergencies.
- Performs related tasks as assigned.

Knowledge, Skills and Abilities

- Knowledge of the operating characteristics and maintenance requirements of the water treatment plant and related facilities.
- Knowledge of hydraulic, chemical and mechanical principles pertinent to water treatment plant operations.
- Ability to maintain current knowledge of treatment processes and governmental rules and regulations pertaining to water treatment industry, including MPCA, MDH, EPA, NELAC, and OSHA.
- Ability to deal with the public under stressful conditions.

Water Plant Relief Operator/Laborer

Page 2

Knowledge, Skills and Abilities (Cont.)

- Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures; skilled in the use and care of hand tools.
- General knowledge of building utilities, electrical and mechanical plant operations.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- General knowledge of BPU's communication systems and procedures.
- General knowledge of the geography of BPU service territory including location of important buildings.
- Ability to read meters and gauges accurately and to maintain records of operations.
- Ability to write routine reports and correspondence.
- General knowledge in the use and care of laboratory testing and analysis equipment and instruments.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to read and interpret documents such as BPU safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Ability to listen and speak effectively; follow oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.

Education, Experience and Special Requirements

- High School Diploma or general education degree (GED);
- Valid driver's license;
- Possession of or ability to obtain within eighteen (18) months of hire:
 - MDH Class D Water Operator Certificate; and
 - Minnesota Special Class Boilers Operating Engineers License;
- Advancement to MDH Class B Water Operator Certificate as permitted by in-service time and training not to exceed a maximum of six (6) years from bid award.

The following are highly desirable qualifications when hiring:

- Graduation from Technical/Community College training program with specialized training in water operations.
- Training and/or experience in the operation, maintenance, repair and service of a water treatment facility/central station plant including wells, pumps, reservoirs, storage tanks, and system related equipment.
- Possession of MDH Water Class C or higher Operator certificate.
- Possess Forklift Certification.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, sitting, speaking or hearing, reaching with hands and arms and repetitive motions, frequently using hands to finger, handle or feel, tasting or smelling and lifting and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to other accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; worker is frequently exposure to outdoor weather conditions including exposure to extreme hot and cold as well as to wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: April 26, 2022