

**THE CITY OF BLAINE, MINNESOTA
ANNOUNCES A FULL-TIME OPENING FOR A
PUBLIC SERVICE WORKER**

SALARY

\$30.13 - \$33.97 per hour per the 2020-2022 I.U.O.E, Local 49 contract, plus excellent benefits.

SCOPE OF JOB

This position is responsible for the maintenance of all water\wastewater\stormwater equipment. Responsibilities may include: water\wastewater\stormwater system repairs as assigned; inspecting all water\wastewater\stormwater system equipment and materials; and taking drinking water samples.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides skilled assistance in the maintenance and monitoring activities of the City's water, wastewater and stormwater systems and equipment, which includes: locating lines and performing visual inspections of sewer and storm sewer system; utilizing CCTV equipment; cleaning sewer and storm sewer lines, repairing and maintaining water distribution pipes, valves, meters, hydrants and other related equipment; and performing flushing operations.
2. Performs field lab review and sample collection. Records information in a computerized maintenance management system (CMMS).
3. Collects, prepares and enters system, water quality, and related data; compiles and prepares reports; and maintains records, files and work-related documentation.
4. Performs related support functions, which includes: plowing snow; responding to customer inquiries; and monitoring inventory.
5. Performs other duties of a similar nature or level.

Examples of duties include, but are not limited to:

- Operates small engine equipment and light and heavy equipment in the maintenance of City infrastructure.
- Maintains, operates, and repairs public works buildings, facilities, and equipment, including light vehicle maintenance and repair.
- Maintains storm sewers: operates, inspects, troubleshoots, constructs, and repairs catch basins, curb and gutter, cleans culverts, ditches, ponds and related structures
- Jets, rods, vacuums, flushes storm sewers.
- Manhole maintenance including rebuilding manhole casting and covers.
- Performs tree maintenance including tree trimming and/or removal.
- Maintains landscaping: Mows and aerates lawns, fields, and ditches, and maintains trees and shrubbery using light equipment.
- Prepares ground for seed, sod, planting, and/or lays sod.
- Manually digs holes and trenches.
- Assist with event management – setup, maintenance, take-down.
- Performs and documents safety inspections on public works equipment and buildings as required.

OTHER DUTIES AND RESPONSIBILITIES

1. Responsible for working overtime, shift changes, emergency call outs, or to be on call as necessary or assigned. Normal working hours: Monday-Friday, 7:00 AM to 3:00 PM.
2. Must be able to work outside of the normal work schedule and on call as needed. Will be required to plow snow after hours as conditions dictate.

These examples are intended only as illustrations of various types of work performed, and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.

KNOWLEDGE, SKILLS, AND ABILITIES

- Applicable equipment and tools;
- Equipment operating and maintenance procedures and processes;
- Sampling procedures and processes;
- Maintenance, repair and installation procedures and processes;

- Applicable Federal, State, and local laws and regulations;
- Customer service procedures and processes;
- Records procedures and processes;
- Data entry procedures and processes;
- Safe work practices;
- Computers and related software applications.
- Performing repairs;
- Performing inspections;
- Taking samples;
- Operating applicable equipment and tools;
- Providing customer service;
- Maintaining records;
- Performing data entry;
- Operating computers and applicable software applications;
- Applying communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, oils, extreme temperatures, environmental hazards and intense noises.

MINIMUM REQUIREMENTS

1. High school diploma or GED.
2. One year of maintenance and light equipment operation experience.
3. Class S-D Sewer certification or ability to obtain within one year of employment.
4. Valid Minnesota Class B Commercial Driver's License or ability to obtain within six months of employment.

DESIRABLE QUALIFICATIONS

1. Municipal experience in public works operations and maintenance including asphalt repair, snow plowing, sewer storm or water maintenance, tree trimming, and other related duties.
2. One year of work experience in construction including carpentry, welding, landscape construction, masonry, pipelaying, or asphalt paving.
3. Class C Water certification and Class S-C Sewer certification.
4. Valid Minnesota Class A Commercial Drivers License
5. CDL Endorsements for Tanker and Air Brake.

CONDITIONS OF EMPLOYMENT: Offer of employment is contingent upon successful completion of a physical exam, drug test, background check, clearinghouse registration and verification, and reference check.

APPLICATIONS: Application materials can be the City of Blaine website: www.blainemn.gov/jobs. Applications must be received by 4:30 PM, Monday, January 10th, 2022.

The position 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 the requirements of the job change.

The City of Blaine is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.