



Job Description

Title:	Utility Maintenance Operator – Level 3 Streets & Fleet	Code:
Division:	Operations	Effective Date: 01/2019
Department:	Public Works	Last Revised: 01/2016

GENERAL PURPOSE

Performs a variety of **journey level skilled and lead worker duties** related to the construction, installation, maintenance and repair of town utility and public works service systems including streets, water treatment and transmission, wastewater collection and treatment, rights-of-ways, parking lots, bridges, storm drain systems and irrigation; planning, coordinating, managing and performing the maintenance, service, repair, Operates all types of heavy equipment performing construction, repairs, and maintenance of streets, alleys, rights-of-ways, bridges, sidewalks and storm drains. Insures supply and delivery of safe, potable water to the consumer.

Responsible to Maintain streets and alleyway, stormwater system and fleet management and protect the public health and environment. Participates in the maintenance of town parks, buildings, and recreational facilities as needed. Assist as needed to protect the receiving waters from wastewater discharge and protect the public health and environment;

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

May provide close to general supervision to Utility Maintenance Operator Levels 1 and 2 while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

Lead Worker Functions: Provides supervision to lower level staff; provides training in areas of street construction, maintenance and repair of public streets and parking areas; provides training in equipment usage and maintenance techniques; may lead and assist others in a variety of maintenance, repair and construction related work; Coordinates with employees in the water and wastewater departments and coordinates with Public Works Director to assign and monitor work activities; assists the Public Works Director with interviewing, hiring and training employees; planning, assigning and directing work as needed for water and wastewater treatment, wastewater collection and water transmission and distribution operations; addresses complaints and resolves problems; manages "on-call" weekend duties related to the water and wastewater systems.



Water and Wastewater Plant Operations: Under the direction of the ORC assist in operation and maintenance the water and wastewater treatment plants to treat water to potable standards, process and dispose of wastewater, sludge and related waste materials. Operate and maintain the water distribution system and facility. Under direction of ORC as needed Performs daily plant operations including necessary reporting.

As requested assists with periodic inspections and conducting biological, physical, and chemical tests by sampling and analyzing to insure proper operations; responsible to maintain EPA and CDPHE certifications; monitors water quality in distribution system according to federal regulations. Monitors discharge of wastewater to protect receiving waters; maintains records and paperwork;

Wastewater Collection: As requested assists with day to day field operations related wastewater system installation and maintenance to ensure proper collection and treatment of domestic wastewater; assists with collection; performs sewer collection system installation, maintenance, and repairs; performs lift station maintenance; Installs new sewer mains; taps mains to make service connections; repairs leaks in sewer system(s); maintains and cleans town sewer collection system main lines; inspects or TV's manholes and sewer lines to detect leaks or malfunctions; opens clogged sewer lines using various pipe cleaning equipment; monitors wastewater treatment processes to ensure compliance with EPA/CDPHE effluent regulations and standards.

Uses and maintains various hand tools, power tools, long-handle tools, jackhammer, grinder, and compressor, compaction equipment, locating equipment, sewer jet, and heavy equipment including backhoe, motor grader, dump trucks, etc.

Water Distribution: As requested assists with day-to-day technical field operations related to water system installation and maintenance to ensure distribution of potable water to town residents; tests water flow and pressure; tests water supplies; draws water samples, tests chlorine and turbidity; performs installation or repair of water service connections, water lines and meters, adjust meters and valves as needed, performs fire hydrant flow tests; flushes, repairs or replaces fire hydrants, and plugged water meters; repairs water mains; cleans and maintains storage tanks, thaws water pipes; services; reads residential and commercial water meters; monitors treatment and storage of water supply directly and using SCADA telemetry; performs data monitoring and logging for municipal reservoir; performs PRV and pump station maintenance; maintains backflow and cross-connect system.

Uses and maintains various hand tools, power tools, long-handle tools, jackhammer, grinder, and compressor, compaction equipment, locating equipment, sewer jet, and heavy equipment including backhoe, motor grader, dump trucks, etc.

Utilities Planning: Collaborates with Public Works Director / Town Engineer to track operational data and analyzes trends, such as population and industrial growth (usage demands or other impacts to the system) of area being served to determine adequacy of current facilities and to forecast future facilities demands. Assists with developing distribution and collection plan to serve the expanding community needs, such as increasing water storage needs, arranging new sources of water supply; recommend improvements and modifications to



maintain compliance with federal, state and local regulations and meet Town capacity demands; works with Planner and Town Engineer on land use review and permitting.

Streets and Storm Water Administrative Functions: Plans, organizes, directs and oversees the administration of the street and fleet operations, including all aspects of construction, maintenance and repair of streets and related public ways; monitors, reviews and approves design and work of contractors and updates and maintains standards for all street and signing projects with input from the DPW/ Town Engineer; investigates and takes appropriate action on all requests for repair, including patching, crack sealing etc.; monitors conditions of streets and establishes project priorities.

Evaluates and forecasts the Town's street, fleet and storm water needs; works with the Town Manager and the Public Works Director/ Town Engineer to develop and design a capital improvement plan and budget estimates. Assists Public Works Director/ Town Engineer to oversee and manage capital improvement projects related to the streets, fleet and stormwater including bidding, contracting and construction monitoring.

Participates in the review of "Encroachment Permit/Right-of-Way" applications; makes recommendations for approval and/or denial; performs site inspections as needed to verify compliance and the authorization for release of deposits; works with Planner and Town Engineer on land use review and permitting.

Acts as a liaison between CDOT, Ouray County, regulatory agencies and the Town management, performs installation and preventative and corrective maintenance of streets, drainage, fleet, and utility lines.

Coordinates fueling systems maintenance and billing; manages town access to Ouray County operating fueling station; administers town security code access; receives county records identifying fuel consumption and ensures proper payment for fuel used.

Creates and maintains records, files and reports, mediates and resolves problems between public, contractors and staff; Implementation of traffic calming plan.

Street and Storm Water Operations: Performs all aspects of Streets and Storm Water plans and performs tasks such as repairing and maintaining streets, cleaning and grading streets, repairing road damage, removing snow, cleaning and flushing storm drains and ditches, as budgeted.

Installs new and replacement street signs; Oversees painting of cross walks, school zones and other painted traffic control or warnings on roadways; Ensures all signage conforms to the MUTCD Manual; Performs a complete sign inventory of all signs within the town and replaces signs that are not up to standard.

Operates heavy equipment such as loaders, graders, backhoes, bulldozers, trenching machine, gravel screening and various pieces of earth moving and snow removal equipment;

Coordinates and works with local CDOT staff and maintenance team on highway maintenance, snow removal planning and operations and other highway/Town related issues.



Transports and places various construction materials such as sand, gravel, dirt, asphalt, etc.; performs patching, storm drain cleaning, repair and construction, snow and ice control, gravel street maintenance; debris collection, etc.; participates in work site safety procedures; sets up barricades, safety signs and signal equipment.

Responds to requests and inquiries from customers regarding streets, storm water and other related inquiries, including handling and logging complaints.

Performs various activities related to storm water services and utilities including inspection, development review, construction contract administration and quality control, system operations maintenance and emergency response, and administers specific projects as required; aids and gives support with the design of storm drain capital projects, help in the preparation of plans and specifications, assist in feasibility studies and cost estimates.

Leads, plans and participates in storm water system cleaning, debris and obstacle cleaning, excavation and repair of storm water lines, connections, manholes, debris basins, and storm water retention basins, dry-wash and their appurtenances; reads maps, as-builts and instructions in establishing routes and work schedules.

Repair and maintain drainage system, street and alley ways; operates a variety of heavy equipment and machinery such as grader, front end loader, and back hoe; operates light to medium equipment, including dump trucks, plow trucks, roller/compactor, jetting and rodding equipment, street sweeper, etc. and other similar equipment in the construction, maintenance and repair of various street department projects and sites; participates in work zone safety procedures; provides as needed flagging; assists in the installation of approved street signs.

Fleet Mechanics & Maintenance: Tracks and monitors operations and maintenance history and schedules for all vehicles and heavy equipment; adjusts, maintains and performs minor repairs on automobiles and construction and maintenance equipment including loaders, backhoes, graders, bulldozers, tandem trucks and other heavy equipment. Arranges and oversees major repairs on same; performs automotive and mechanical trouble shooting and analysis of malfunctions using various available technical and computerized testing and calibration equipment (scanners, scopes, battery checker, pneumatic equipment, drill press, etc.) as needed to assure safe and efficient operation of town motor vehicles and equipment. Follows general preventative maintenance schedules related to fluid levels, air pressures, electrical functions, hydraulics, etc. Participates in maintaining shop and garage areas, storage sites and other buildings in clean and orderly condition; Performs vehicle and safety inspection; checks and maintains service schedules consistent with manufacturer specifications; maintains accurate records of work performed and materials and equipment used to provide tracking for vehicle costs; orders replacement parts, fuels and lubricates equipment; changes and repairs tires; maintains parts inventory.

Repairs or replaces oil filters, carburetors, fuel pumps, and other parts; relines and adjusts brakes and differentials; installs, maintains and repairs electrical systems, components, parts, accessories and equipment.



Manages and controls the storage or disposal of hazardous waste products in accord with established regulations (HAZMAT).

Irrigation System/ Parks & Recreation: When requested assists with irrigation system operation and maintenance.

GIS Mapping: Participates in development and management of GIS mapping systems for all Town utilities. Provides input on the GIS map and provides street, stormwater, water and sewer utility system maintenance and update information for asset management; May perform GPS duties.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus possession of designated technical certifications;
AND
- B. Six (6) year experience in construction, maintenance or repair of public works utilities systems;
OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of: Interpersonal communication skill. Current standards, design, adjustment, operation, maintenance, and repair of drainage structures, water distribution, sewer collection and water and wastewater treatment facilities; operating basic manual and power tools and heavy equipment; the standard practices, methods, materials and tools necessary for maintaining streets, alley, and storm drainage pipe line construction and repair activities; pipe fitting procedures including water, sewer; storm drainage, traffic control and diversion, the occupational hazards and safety precautions of trench work construction, working in confined spaces, and street and pipeline construction and maintenance work; hazards common to heavy equipment operation; installation and repair of automotive systems; welding methods and procedures; hazards associated with water treatment chemicals; wastewater and airborne pathogens; statutory requirements of municipal infrastructure facilities and systems as they apply to OSHA, EPA guidelines, and maintenance of public records, etc.; basic civil engineering principles and practices; SCADA monitoring systems; legal environment associated with public works projects, construction and maintenance; current methods, principles and practices of sewer, storm water, equipment and materials used in construction and maintenance operations; current codes, standards, safety practices and principals involved in public works.



Journey level skill in: operating a variety of hand, power and long-handled tools; operating heavy equipment such as grader, dump truck, loader, backhoe, dump trucks, forklifts, plow trucks, vacuum truck, street patching machine, street sweeper, tap machine, locator, and sewer jet, etc.; snow operations including operating tandem with plow and spreader.

Ability to: analyze routine engineering and maintenance issues and problems; evaluate alternative solutions and develop sound conclusions; operate heavy equipment of various kinds under varying conditions; perform heavy physical labor; develop and maintain effective working relationships with co-workers, elected officials, other governmental and regulatory offices, staff, developers, contractors and the general public; communicate effectively, both verbally and in writing; work from blueprints; tolerate weather extremes in the work environment; ability to perform basic mathematical computations in reading and using various meters, gauges and related devices.

Some knowledge of: EPA Clean Water Act, the EPA Federal Water Pollution Control Act, the 1974 Safe Drinking Water Act as amended, and the Colorado Primary Drinking Water Regulations.

3. Special Qualifications:

Public Works Utility Operators not in Responsible Charge must possess a Class D Water Plant Operators Certification, Class D Wastewater Plant Operators Certification, Class I Water Distribution Certification, and Class I Wastewater Collection System Certification.

All Utility Operators must possess a valid Commercial Driver's License (CDL B) and must work flexible hours as needed, evenings and weekends.

4. Work Environment:

While performing the duties of this job, the employee occasionally works in high, precarious, or confined places. The employee regularly works near moving mechanical parts and in outside weather conditions and may be exposed to toxic or caustic chemicals and risk of electric shock. The noise level in the work environment is usually moderate. Must be able to exert up to 80 pounds of force occasionally and/or up to 45 pounds of force frequently to lift, carry push, pull, or otherwise move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, reaching and/or stretch arms, legs, or other parts of body and to physically maneuver over and/or upon varying terrain, surfaces, or physical structures. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity are required. Performs essential functions in the public right-of-way. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Daily exposure to seasonal weather extremes and frequent local travel required in normal course of job performance. Required to wear protective safety gear and use safety equipment to protect against potential biohazards possibly encountered during performance of maintenance activities.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description.

(Employee) Mike Jenkins

Date _____