

# City of Grosse Pointe Park

15115 EAST JEFFERSON AVENUE GROSSE POINTE PARK, MICHIGAN 4823  
0 PHONE (313) 822-6200

## NOTICE OF POSITION VACANCY November 21, 2018

**TITLE:** Water Utilities Operator

**COMPENSATION:** - \$25.10/hr or depending upon qualifications. Defined benefit provided with a defined contribution match up to 4% from the City and healthcare benefits.

**JOB SUMMARY:** Under the supervision of the Public Works Supervisor, performs daily operation and maintenance duties in all areas of Public Services including but not limited to streets, water, wastewater, general building and equipment maintenance, parks and grounds. The primary work consists of carrying out various tasks related to water meter operations. The candidate must create and update a water meter database, inform taxpayers of current regulations, including the distribution and cost of water in the City as well as the City's water pricing policies, perform water meter readings, inspect the system in the event of a malfunction, perform flow readings and various tests, analyze results, and suggest changes. Performs a wide range of skilled and semi-skilled maintenance, construction and repair tasks in support of Public Services projects.

**MINIMUM QUALIFICATIONS:** Educational requirements include a high school diploma or equivalent; Experience requirements include one year of related experience in construction, plumbing, maintenance, or water/wastewater operations and maintenance, or related field; A valid Michigan driver's license and the ability to obtain a Commercial Driver's License Class A within one year of employment; Ability to obtain Michigan Department of Environmental Quality S2 water system licenses within 2 years of employment; Thorough knowledge of water, wastewater and stormwater distribution system operating procedures and maintenance needs; Considerable knowledge of safety procedures and protocol involved in equipment operation and public works maintenance; Thorough knowledge of the methods, tools and materials required for testing, installing and repairing utility system equipment, machinery, and facilities; Knowledge of safety requirements of operating a utility system; Considerable knowledge of the tools, materials and equipment used in the repair and maintenance of infrastructure systems, buildings and grounds; Skill in performing water quality and wastewater tests according to established procedures; Ability to troubleshoot mechanical and equipment problems; Ability to complete records and maintain files relating to the operation of the utility system; Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public and other employees; Ability to work effectively under stress and changes in work priorities, and the ability to respond during non-business hours to emergency situations.

**APPLICATION DEADLINE:**

Interested applicants should submit a completed application, resume, and letter of introduction by December 21, 2018 to Nick Sizeland, Assistant to the City Manager, 15115 E Jefferson Ave., Grosse Pointe Park, MI 48230 or [sizelandn@grossepointepark.org](mailto:sizelandn@grossepointepark.org).

**CITY OF GROSSE POINTE PARK**  
**Job Description**  
**WATER UTILITIES OPERATOR**

**Supervised By:** Public Works Supervisor as assigned.

**Supervises:** Seasonal or part-time employees as assigned.

**General Summary:**

Under the supervision of the assigned Supervisor, performs daily operation and maintenance duties in all areas of Public Services including but not limited to streets, water, wastewater, general building and equipment maintenance, parks and grounds. The primary work consists of carrying out various tasks related to water meter operations. The candidate must create and update a water meter database, inform taxpayers of current regulations, including the distribution and cost of water in the City as well as the City's water pricing policies, perform water meter readings, inspect the system in the event of a malfunction, perform flow readings and various tests, analyze results, and suggest changes. Performs a wide range of skilled and semi-skilled maintenance, construction and repair tasks in support of Public Services projects. Assists Public Services Divisions as assigned.

This job description is intended merely to illustrate the kinds of duties that may be assigned to a candidate. It should not be interpreted as describing all the duties whose performance may ever be required of such employees or to limit the nature and extent of assignments such an individual may be given.

The 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.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Operates and controls water well pumping facilities. Performs daily inspections, readings and observations. Controls well and service pump operation according to system needs. Performs scheduled maintenance of well pumps, motors, valves, piping and controls. Maintains accurate maintenance records.
2. Inspects, maintains, and repairs City utility system. Installs new lines, inspects existing structures and performs scheduled and emergency repairs.
3. Operates light and heavy equipment, specialized equipment, tools and vehicles in support of daily maintenance activities associates with City streets, sidewalks, signage, trees, parks, cemetery, airport, buildings and facilities. Removes snow, ice or debris using street sweepers, snow plows, salt spreaders, snow blowers and other equipment; and vehicles associated with the utilities system including high pressure cleaning and vacuuming trucks, rodding machines, video and sewer locating equipment, and all equipment associated with confined space entry.
4. Participating in the planning of the annual work schedule, as well as scheduling the installation, maintenance, rotation, and readings of water meters.
5. Installs, connects, tests and disinfects new water mains. Flushes, cleans and performs emergency repairs to water mains. Installs new service taps and service connections, including shut-off valves. Operates, maintains and replaces hydrants.
6. Maintains wastewater collection system operation and labor records. Develops written and computerized records of sanitary and storm sewer lines and structures and maintains accurate maps. Tracks and reports on the use of manpower for collection system projects. Locates and marks underground utilities.
7. Operates and maintains Public Service vehicles and equipment, including but not limited to loader, street sweeper, backhoe, dump truck, sewer camera truck, vactors, air compressors, jack hammers and trash pumps.
8. Collects monthly meter readings, including re-reads and final readings. Installs and replaces water meters. Rebuilds water meters. Performs water service shut-offs and starts for residential and commercial customers. Responds to customer complaints and inquiries. Investigates unusual water usage.
9. Performs scheduled and emergency maintenance and repair of utility system and associated infrastructure.

10. Completes repairs and participates in construction projects related to City infrastructure. Removes, repairs or replaces concrete and blacktop, seal cracks, paints parking lines, repairs and replaces street signage, and works on sidewalks curbs and gutters.

11. Maintenance of facilities and grounds. Performs custodial duties, painting, basic carpentry, plumbing, and electrical work, mowing, raking, snow removal and related building and grounds activities.

12. Maintains the City's stormwater collection system. Cleans storm drains, repairs damaged collection system components and ensures the system is operating properly.

13. Cleans, oils and performs basic preventative maintenance on equipment and machinery according to established schedules. Regularly inspects equipment and machinery and completes necessary repairs. Coordinates major repairs with the City Mechanic as needed.

14. These examples do not include all of the duties which the employee may be expected to perform.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. Educational requirements include a high school diploma or equivalent.

- Experience requirements include one year of related experience in construction, maintenance, or water/wastewater operations and maintenance, or related field.
- A valid Michigan driver's license and the ability to obtain a Commercial Driver's License Class A within one year of employment.
- Ability to obtain Michigan Department of Environmental Quality S2 water system licenses within 2 years of employment.
- Thorough knowledge of water, wastewater and stormwater distribution system operating procedures and maintenance needs.
- Water meter operation and maintenance, installation techniques for remote reading instruments and plumbing systems
- Considerable knowledge of safety procedures and protocol involved in equipment operation and public works maintenance.
- Thorough knowledge of the methods, tools and materials required for testing, installing and repairing utility system equipment, machinery, and facilities.
- Knowledge of safety requirements of operating a utility system.
- Considerable knowledge of the tools, materials and equipment used in the repair and maintenance of infrastructure systems, buildings and grounds.
- Skill in performing water quality and wastewater tests according to established procedures.
- Ability to troubleshoot mechanical and equipment problems.
- Ability to complete records and maintain files relating to the operation of the water utility system.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public and other employees.
- Ability to work effectively under stress and changes in work priorities, and the ability to respond during non-business hours to emergency situations.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to communicate with others in person and on the phone. The employee is frequently required to travel to locations throughout the City, access confined space, access elevated or uneven terrain, perform work at all heights and in all light conditions and lift objects of moderate to heavy weight. While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions and outside weather conditions and frequently works near moving mechanical parts and/or heavy equipment. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate, and can be loud.

