

# City of Two Harbors

## POSITION DESCRIPTION

Class Title: Water & Gas Distribution Maintenance  
Department: Gas, Water & Sewer  
Division:  
Date: May 28, 2019

Job Code Number:  
Grade Number:  
Union: AFSCME  
Location:

### GENERAL PURPOSE

Performs a variety of skilled and semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City gas, water, and sanitary sewer facilities.

### SUPERVISION RECEIVED

Works under the close supervision of the Gas, Water & Sanitary Sewer Supervisor.

### SUPERVISION EXERCISED

None.

### ESSENTIAL DUTES AND RESPONSIBILITIES (other duties may be assigned)

#### A. Water mains and services.

1. Digs, shores and refills trenches.
2. Cuts, fits, threads and taps pipes and sets water meters at work sites.
3. Installs valves and stop boxes.
4. Operates, inspects and tests hydrants.
5. Operates service tapping machine when tapping mains.
6. Determines location of and operates valves and stop boxes.
7. Installs and replaces street services.
8. Repairs leaks on mains and/or services.
9. Installs and maintains meters.
10. Performs skilled plumbing work in the installation, maintenance, and repair of plumbing, heating, and irrigation systems within municipal property.
11. Prepares seasonal plumbing systems by winterizing as required.
12. Operates power hand tools and motorized equipment.
13. Performs work to thaw water services as needed.
14. Collects and records consumption data from water meters.
15. Responds to complaints regarding water leaks, pressure loss or no water, evaluates situation; explains findings to supervisor.

16. Contacts residents and business owners in area where services will be interrupted and explains when services will be restored.

B. Gas mains and services.

1. Digs, shores and refills trenches.
2. Cuts, fits, threads and taps pipes and sets gas pressure at work sites.
3. Installs valves and stop boxes.
4. Operates, inspects and tests regulator stations.
5. Operates service tapping machine when tapping mains.
6. Determines location of and operates valves and gas riser shut-offs.
7. Installs and replaces gas services
8. Operation of and certification on fusion equipment.
9. Installs, maintains and replaces gas piping in municipal buildings.
10. Connects, disconnects and repairs gas lines.
11. Installs and maintains gas regulators and meters and connects to customer piping.
12. Performs installation of gas regulators and meter bars.
13. Performs work to measure, cuts and threads pipes (by hand or machine).
14. Operates combustible, toxic, and oxygen detection equipment.
15. Activates service, checks for leaks and lights appliances.
16. Assists in operation and maintenance of odorant station.
17. Collects, maintains, and analyzes data on the condition of the City's Cathodic Protection Program.
18. Installs systems to reduce and/or prevent corrosion and damage to the distribution system.
19. Installs and tests diaphragms, orifices, springs, and pilots of regulators and reliefs.
20. Diagnoses the cause of distribution system equipment and control malfunctions.
21. Builds and installs temporary bypass systems to maintain gas services during a scheduled testing, installation, maintenance or repair.
22. Repairs, maintains, and calibrates carbon monoxide, oxygen, and hydrogen sulfide meters and other gas detection devices such as combustible gas indicators.
23. Ventilates and pumps manholes, vaults, or other confined spaces, and monitors oxygen, H<sub>2</sub>S, and levels of those or any other hazardous gases in confined spaces.
24. Performs gas leak survey work, troubleshoots hard-to-find gas leaks using flame ionization equipment, classifies leaks, and repairs.
25. Maintains protective devices, systems, and pipeline markers.
26. Constructs and maintains all records and reports as required.

C. Sanitary Sewers.

1. Maintains inspection and maintenance activity records.
2. Cleans and inspects equipment and tools after use.
3. Performs labor involved in construction and maintenance projects as part of a crew, including ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.
4. Operates power construction and maintenance equipment used in the sanitary sewer department.

D. Lift Stations.

1. Inspects and/or repair booster pumping stations at frequent intervals to insure that all aspects of the systems are functioning properly.
2. Performs routine cleaning, inspections and preventive maintenance on assigned equipment.

E. Meter Reading.

1. Records meter reading data from assigned routes into hand-held micro computing device, mobile collection system or manually for utility billing and note leaks or meter malfunctions.
2. Reports any meter defects, damage or unauthorized connections to supervisor.
3. Rechecks readings as needed for billing purposes.
4. Performs utility disconnections, reconnections and new services.
5. Assists in analysis and improvement of assigned routes.
6. Collects and records consumption data from gas and water meters.

Perform related duties as necessary.

1. Locates gas, water and sanitary sewer lines in accordance with Gopher State One Call (GSOC) laws.
2. Maintains tools and equipment in proper working condition. Completes appropriate reports and forms.
3. Attends training sessions as deemed appropriate by supervisors.
4. Contacts customers when service will be interrupted explaining what is being done and the duration of interruption.
5. Investigates customer complaints and provides courteous service.
6. Performs leak surveys.

**REQUIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from high school education or GED equivalent; and, four (4) years of verifiable experience relating to construction, maintenance, or repair of Gas and Water distribution, Sanitary Sewer and Lift Station collection systems.
- (B) Any equivalent combination of education and experience to be determined acceptable by the hiring authority.

License Requirements

- A. Possession of a valid Minnesota driver's license or privilege by the date of appointment and thereafter.

Possession of; or the ability to obtain a Minnesota Class "B" commercial driver's license within six months of hire date.

- B. Possession of; or ability to obtain a Minnesota Class SC Wastewater License within 18 months of hire date.

- C. Possession of; or the ability to obtain a Minnesota Class D Water License within 18 months of hire date.

- D. Possession of; or ability to obtain and maintain OQ (Operator Qualification) certification as required by the U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA) within one (1) year of hire,

### **PERIPHERAL DUTIES**

Serve on various employee or other committees as assigned.

### **DESIRED MINIMUM QUALIFICATIONS**

College certificates or diplomas in water distribution, wastewater collection, lift station, gas utility construction and services.

and/or,

Cathodic Protector Certificate

And/or,

Minnesota plumbing license

And/or,

Geographical Information System (GIS)

### **NECESSARY ABILITIES AND KNOWLEDGE**

#### **A) Abilities:**

1. Performs heavy manual tasks for extended periods of time.
2. Ability to operate and maintain various equipment used in water, gas and sanitary sewer maintenance and repair.
3. Ensures a safe work environment.
4. Communicates effectively verbally and in writing.
5. Establishes and maintains effective working relationships with employees, other departments and the public.
6. Understands and carries out written and oral instructions.
7. Accurately reads and enters numerical figures.
8. Working knowledge of, and basic computer skills.
9. Follows oral, written and diagrammatic instructions.
10. Works expanded shifts, stand-by, and/or be called in for emergency work with little or no advance notice.
11. Exercises good judgement and resourcefulness and emergencies.
12. Works independently with little supervision.

#### **B) Knowledge requirements:**

1. Basic knowledge of plumbing, electricity, mechanics and the properties of natural gas.
2. Principles, methods, equipment and materials used in plumbing and pipe fitting.
3. Construction Work.
4. Applicable safety precautions and safe work methods.

## **TOOLS AND EQUIPMENT USED**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, sewer jetter truck/trailer, hydro-excavator trailer saws, pumps, compressors, generators, pneumatic hammers, tapping machines, shoring equipment, common hand and power tools, shovels, wrenches, detection and locating devices, mobile radio, phone, pager, trenching equipment, forklift, meter programming/reading equipment, GPS mapping equipment, smartphone and modern office equipment.

## **PHYSICAL DEMANDS & WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 work in outside weather conditions; to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; works near moving mechanical parts and is exposed to wet and/or humid conditions and vibration. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; smell; to work in high, precarious places and/or underground trenches manholes confined space and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee must frequently lift and/or move up to 30 pounds and occasionally life and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is loud.

## **DATA PRACTICES STATEMENT**

### **MN GOVERNMENT DATA PRACTICES REQUIREMENTS AND PENALTIES**

Not public data are any data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

Not public data will be stored in files or databases, which are not readily accessible to individuals who do not have authorized access and which will be secured during hours when the offices are closed.

Not public data must be kept only in City offices, except when necessary for City business.


Only those employees whose job responsibilities require them to have access will be allowed access to files and records that contain not public data. These employees will be instructed to:

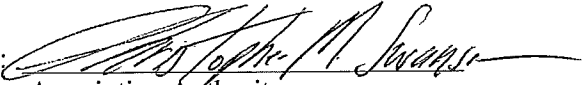
Not discuss, disclose, or otherwise release not public data to City employees whose job responsibilities do not require access to the data.

Not leave public data where non-authorized individuals might see it, and

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific states of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Approval:   
Supervisor

Approval:   
Appointing Authority

Effective Date: 5/29/2019

Revision History: October 27, 1997