

City of Winooski Job Description

Human Resources Department

Position Title – Equipment Operator II – Water Resources

Posting Period – 7/10/2020-7/27/2020

Salary Range - \$19.71 – \$20.92/hour DOE

How to apply – Submit City of Winooski Application to Human Resources

Purpose - The Public Works Equipment Operator II - System Operator works under the direction of the Utility Manager to execute duties including, but not limited to, the operation and maintenance of the City's underground municipal water distribution, waste water collection, and storm water conveyance systems. This position works closely with teammates and supervisors including administrative and operations staff to perform the duties of the position. This position's primary focus is basic to moderate water resources maintenance and operations.

Major Responsibilities¹:

% of Effort²	Responsibility³
40%	Plans and executes day-to-day operations and routine maintenance, including maintenance required to maintain and repair the City's underground infrastructure, with a high degree of accuracy. Reviews priorities and shifts daily work as needed.
10%	Efficiently and accurately uses operating permits, state law, industry practices, City ordinances and construction standards to operate and maintain the City's water distribution system, wastewater collections, and storm water conveyance systems.
10%	Is compliant with all safety procedures and requirements and is up to date on required training and certifications.
5%	Follows Records Retention Policy and Standard Operating Procedures. Is compliant with applicable regulations set by state and federal law.
5%	Properly and accurately completes and files required regulatory record keeping and documentation needed for compliance and for the proper operation and maintenance of the City's water distribution, wastewater collection and storm water infrastructure.
5%	Ensures that service interruptions and customer downtime are minimal and do not extend beyond reasonable time frames.

¹ Major Responsibilities are the essential functions that the individual who holds the Position must be able to perform unaided or with the assistance of reasonable accommodation.

² Approximate amount of total effort, listed from largest to smallest.

³ State the condition that appears when the responsibility is complete.



5%	Is knowledgeable about the latest technologies relevant to the operation of each underground utility system. Shares knowledge with teammates and supervisors.
5%	Communicates professionally and effectively with peers, contractors, and the public. Follows direction provided by the Utilities Manager.
5%	Contributes to the creation of Standard Operating Procedures and construction standards.
5%	Communicates with teammates and supervisors consistently during unplanned outages and emergencies.

Minor Responsibilities (5%):

- Follows the direction provided by the Utility Manager when assigned to special projects.
- Maintains high level of knowledge related to department operations by attending trainings, meetings, and reading job-related materials.
- Minor Administrative tasks such as time sheets are completed in a timely and accurate manner.
- Participate in the continuous improvement of the City of Winooski by identifying concerns, and offering solutions.
- Provide a high level of customer service to both internal and external customers.
- Support the City's commitment to equity and cultural competency.
- Encourage and participate in professional development and training activities.
- Demonstrate commitment to the City Team buy learning about other departments and working collaboratively in cross functional areas.
- Work in alignment with the City's Strategic Vision Plan, and maintain an active role in the team effort required to achieve those goals.

Classified/Non-Classified:

Non-Classified

Position Type:

Full-time, regular, non-exempt, AFSCME Union

Compensation and Schedule:

This position is a member of the American Federation of State County and Municipal Employees Union (AFSCME). Pay is consistent with the AFSCME Contract EO II pay grade. This position is regular, full-time, hourly, non-exempt 40 hours per week. Schedule for this position is typically Monday through Friday 7am to 3pm. However, the EO II is expected to work evenings, weekends, and holidays during call-in situations; during snow storms, snow removal and other situations when called on to do so.



Emergency Response and On Call Requirements:

Required to respond to call-ins as outlined in the AFSCME Contract.

Physical and Mental Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

Internal work may include occasional work performed in climate controlled office environments and/or outdoor locations, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases ranges from limited to frequent. Noise level is moderate but may be amplified in certain conditions.

External work requires constant exposure to varying weather conditions while performing work at parks, highways or other city locations. Such external work requires exposure to elevated surfaces, maintenance and construction vehicles, and operations and conditions of extreme heat/cold, poor ventilation, fumes and gases which may lead to injuries typical of such work.

- seeing
- color perception
- hearing/listening
- clear speech
- touching
- dexterity with hand and finger
- reading – basic
- math skills – basic
- writing – basic
- analysis/comprehension - basic
- mechanical equipment
- extreme cold
- sitting
- noise
- Lifting (up to 70 lbs)
- judgment/decision making
- driving (80 pounds)
- carrying (80 pounds)
- climbing
- driving alone
- ability to mount and dismount equipment
- pushing/pulling
- shift work
- moving objects
- pressurized equipment
- extreme heat
- hazardous materials
- electrical equipment
- Push/ Pull up to 70 lbs



Reporting Structure:

Reports to: Utility Manager
Direct Reports: None
Indirect Reports: None

Minimum Job Skills, Knowledge, Skills, and Aptitudes, and Qualifications:

- High School diploma or equivalent
- Two years of public works or related experience required including experience installing, maintaining and repairing municipal infrastructure related to water distribution, sewer collection and storm water conveyance systems
- Valid Commercial Driver's License with tanker endorsement required
- One of the following: Valid Water Class D certification or level 1 wastewater certification or higher certification for operating a water distribution system and Certified Cross Connection Control Surveyor and Waste Water Collection.
- Ability to succeed in the following trainings within 12 months or promotion: Equipment specific training such as wing plow, loader, dump truck, vactor, street sweeper and pumper truck. On call Certification provided by Winooski Public Works Department.

Post offer Pre-Employment Screening:

Employment reference check and Commercial Driver's License employment history and Motor Vehicle Record Check required.

