

JOB TITLE: UTILITIES EMPLOYEE

JOB SUMMARY:

Performs the daily activities of the City of Randolph Public Works Department's: Street, Sewer, Water, Cemetery, Parks, Recycling, and Garbage. Ensures all work is conducted according to the City of Randolph department policies, codes, and standards of quality. Must be able to exercise judgment in work objectives and determining methods and systems to meet objectives. Requires a high school diploma or GED. Must have a mechanical aptitude or equivalent combination of education, training and experience that provides knowledge, skills and abilities to perform these responsibilities and duties:

RESPONSIBILITIES AND DUTIES:

- Works with Public Works Supervisor in maintenance and construction activities of water distribution and wastewater collection systems, water meter reading, water service and meter replacements and installations and utilities customer services.
- Follows safety precautions and occupational hazards in the use of equipment; safe work methods and practices.
- Works for conformance with productivity, quality and safety standards of all city properties and maintenance including: weekly residential, commercial, and city garbage removal, mowing, watering, and weed control, cleaning and inspecting of bathrooms at parks, auditorium, other city locations as needed, road maintenance, winterization and treatment of roads, snow removal and deicing of roads.
- Ensures safety and professional work standards are met.
- Mathematical and related techniques used to estimate material needs and their costs.
- Works with Public Works Supervisor in the preparation of plans and specifications for the construction and maintenance of water distribution and wastewater collection systems.
- Assists with ordering and keeping digital inventory of maintenance materials and supplies.
- Follows work plans for the maintenance of the water distribution and wastewater collection systems. Assists Public Works Supervisor with records maintenance and preparation of reports for monthly City Council Meetings.
- Assists in the development of departmental standard operating procedures and emergency response policy and procedures for utility maintenance operations.
- Assists in the training of assigned seasonal employee work methods, use of tools and equipment and safety practices.
- Performs a variety of crew work including the operation of all types of motorized equipment; may operate equipment during training or emergency situations.
- Establishes partnerships with vendors
- Operates a computer and applicable software, including Microsoft Office.
- Interacts and communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships.
- Other duties assigned as needed.

MINIMUM QUALIFICATIONS:

- Possession of or ability to acquire within 6-12 months:
- Valid Nebraska Grade IV Water Operator Certificate
- Valid Nebraska Class 1 Waste Water Treatment Facility Operator
- Valid Nebraska Class B Commercial Driver's License

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- Ability to operate Public Works Department vehicles and equipment
- Complete physical and drug screen
- Pass Background Check

SKILLS:

- Knowledge of all federal, state and local regulations governing potable water and wastewater treatment.
- Mathematical aptitude for determining ratios for chemical use in water and wastewater treatment, application of materials to surfaces, estimating supplies needed for projects.
- Good oral and written communication skills. The ability to learn how to operate line locators, leak equipment, water and wastewater treatment equipment and other related equipment.
- Problem Solving & Decision Making: Frequent problem solving exists in this position.
- Accountability: Being a good steward of City owned equipment that may be assigned as needed

SUPERVISION:

Utilities Employee reports to Public Works Supervisor.

EMPLOYMENT STATUS

The Utilities Employee will be an hourly full-time regular employee of the City of Randolph.

RESIDENCY

The Utilities Employee must live within 30 miles of Randolph, NE.

*Interested candidates for the position should forward their cover letter, resume,
and references to:*

CITY OF RANDOLPH

PO BOX 457

RANDOLPH, NE 68771

EMAIL: CITYOFRANDOLPHNE@GMAIL.COM

EOE/ADA Employer