

<b>Department:</b> Water		<b>Immediate Supervisor:</b> Water Superintendent	
<b>Pay Group:</b> Field <b>Pay Grade:</b> 2	<b>FLSA Status:</b> Non-Exempt		<b>Last Updated:</b> 2/1/2024
<b>Positions Supervised:</b> N/A			
<b>Position Summary</b> Perform routine building and equipment maintenance. Assist Water Department with the operation, maintenance, repairs, and record keeping for the water system. Provide general support for other departments and assist with general duties.			

## Essential Functions

1. Assist with the day-to-day operation of the water system:
  - A. Assist with scheduled inspections, maintenance, repairs, monitoring, and record keeping for water production facilities including wells, water filter plants, and chemical feed equipment.
  - B. Assist with scheduled inspections, maintenance, repairs, monitoring, flushing, and record keeping for water distribution facilities including water towers, booster stations, pressure reducing stations, valves, valve boxes, meters, and hydrants.
2. Assist with mapping:
  - A. Validating accuracy of mapped data.
  - B. Perform field collection of water system features and data.
  - C. Communicate any changes and additions to map data.
3. Assist with water metering and system connection duties including:
  - A. Assist with meter reading, data collection, and data analysis.
  - B. Assist with water service disconnects and reconnects.
4. Assist with following general duties:
  - A. Perform general building and grounds maintenance for water system facilities.
  - B. Operate small hand tools and hand/power equipment.
  - C. Snow removal and general grounds maintenance.
  - D. Other duties as assigned.
5. Performs other essential job duties.
  - A. Regular and timely work attendance.
  - B. Follows all safety procedures.
  - C. Participates in ongoing safety training.

## **Required Knowledge, Skills, and Abilities**

- Ability to efficiently use computer, word processing and spreadsheet software, phone, copier, and other standard office equipment.
- Ability to make decisions within policy and position parameters.
- Ability to effectively interact with supervisors, other employees, and customers.
- Ability to communicate effectively.
- Ability to interact with customers in a courteous and efficient manner.
- Ability to perform all required physical work which may include sitting, standing, stooping, kneeling, crouching walking, crawling, and climbing.
- Ability to drive assigned vehicles up to 90% of the time.
- Ability to work approximately 10% of the time in an office environment.
- Ability to work approximately 90% of the time in the field.
- Ability to infrequently lift 50lbs.

## **Minimum Qualifications**

- Minimum age of 18 years (or older).
- 1 year general maintenance experience.
- Possess a valid Minnesota driver's license.

## **Preferred Qualifications**

- Ability to efficiently and safely operate construction type equipment.
- Applicable municipal water treatment and distribution system experience.

This Position Description is not intended to be all-inclusive. It is within Elk River Municipal Utilities' discretion to assign additional duties and responsibilities or remove duties and responsibilities at any time.

**This Position Description does not constitute a Contract of Employment.**