



To apply for this position please send your resume and/or application to cityhall@coalvillecity.org or submit to the Coalville City Office at 10 North Main Street.

PUBLIC WORKS MAINTENANCE OPERATOR:

Depending on Experience

NATURE OF WORK: Perform a variety of routine journey level skilled duties related to the Public Works Department to include maintenance and operations of Water Distribution, Water Treatment, Wastewater Treatment, Secondary Water Systems and any other facilities or task assigned by the Public Works Maintenance Foreman or the Public Works Director.

Work involves responsibility for the operation of pumps, valves, and switches; reading gauges and meters; recording information assigned by work orders; and inspection of equipment and processes throughout the entire facilities as assigned. Work also involves the performance of varied maintenance tasks to include, grounds, equipment, and buildings throughout Coalville City. General instructions are received from the Public Works Maintenance Foreman or the Public Works Director in written or verbal form regarding the work to be performed; however, the employee is expected to use discretion in determining proper work methods.

EXAMPLES OF WORK PERFORMED:

Performs repairs on water distribution pipes, secondary water distribution pipes, water storage tanks, sewer collection pipes, sprinkler lines and any other general maintenance items owned and operated by Coalville City.

Inspects, repairs and maintains facility structures and equipment as directed by supervisor and/or as assigned through a scheduled preventative maintenance work order.

Make adjustments to and/or operates process equipment at the direction of the DRC operator.

Operates various power tools and equipment in the performance of assigned duties.

Help determine proper work methods and materials required for each project; operates various power tools and equipment in the performance of assigned duties.

Performs a variety of maintenance activities including street maintenance, snow removal, mowing, weed eating, painting, remodeling, and cleaning of buildings and grounds.

Document completed work by entering work order information into computer.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the methods, practices, tools, and materials utilized in a variety of craft disciplines related to facility maintenance.

Knowledge of work hazards and safety precautions to be taken.

Knowledge of the operating principles and some science of water and wastewater treatment.

Follow direction of a DRC to established routines, practices, and the operation of equipment related to the testing of water and wastewater.

Always observes safety and security procedures.

Ability to recognize and report potentially unsafe conditions.

Ability to use equipment and materials properly.

Ability to inspect and repair a wide variety of mechanical and structural equipment to determine defects and perform needed repairs.

Ability to assess and maintain operations as it relates to recognize and remedy malfunctions and disorders; and to act quickly and accurately under emergency conditions.

Ability to maintain detailed operating records in written form or by using existing computer applications.

Ability to understand, follow and transmit oral and written instructions.

Ability to use and understand software programs used by Coalville City.

Ability to establish and maintain effective working relationships supervisors and coworkers.

Self-start and motivate others to perform to one's best ability.

DESIRABLE TRAINING AND EXPERIENCE:

Knowledge and experience in craft disciplines such as mechanical maintenance and experience in the operation of a water distribution, water treatment and wastewater treatment plant.

MINIMUM QUALIFICATIONS Graduation from high school or equivalent and some experience in computers. A variety of maintenance repair and construction activities or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.

NECESSARY REQUIREMENTS:

The ability to work nights, weekends, overtime, and odd hours when public safety or emergencies require. Duties include, on call week and weekends. Must obtain a Level II Water Distribution Operator Certification within one year of hire date. Must have a class B CDL or acquire within 6 months of hire date.