

UTILITIES TECHNICIAN POSITION

The City of Oacoma is accepting applications for the position of full-time Utilities Technician (40 hours per week) under the direct supervision of the Utilities Manager. The successful candidate will be required to obtain certification in water treatment and distribution and wastewater collection and treatment. Candidates must have a valid South Dakota Driver's License with a clean driving history, high school diploma or GED. The City of Oacoma is an equal opportunity employer and offers an excellent salary and benefit package including paid health insurance for employees, retirement contributions, vacation leave, sick leave and paid holidays. Job description and application follow or can be obtained by contacting the Oacoma City Finance Office at (605) 734-4455 or oacomasd@midstatesd.net. This position will be open until filled.

Date posted: March 8, 2022.

City of Oacoma Job Description

Job Title: Utilities Technician
Department: Public Works
Reports To: Board of Trustees or Utilities Manager

General Statement of Duties

Under the direct supervision of the Board of Trustees or Utilities Manager, the Utilities Technician is responsible for all phases of water treatment and supply, wastewater collection and treatment, maintenance and repair of streets and related public works, including cemetery, ball park, city park, and various city buildings and equipment. Also maintains files and records necessary for the operation of these departments. Supervises maintenance personnel in the absence of the Utilities Manager and performs related work as required.

Essential Duties and Responsibilities

(Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.)

1. Organize, assign, and review the operation and maintenance of streets, utilities, parks, and cemetery.
2. Responsible for street repair and maintenance activities including cleaning, sealing, crack sealing, hauling and storing of sand and gravel, litter pickup, and removal of snow and ice, including snow removal at city shop and community center.
3. Responsible for the operation, maintenance and repair of machinery and equipment.
4. Empty all trash receptacles belonging to city, at various locations throughout the city.
5. Orders materials, supplies, and chemicals as needed.
6. Recommends budget needs and determinations. Cost projections of materials and equipment for street, water, and sewer projects.
7. Maintain inventory and supplies, correct and report safety hazards.
8. Clean culverts.
9. Receive and investigate citizen complaints.
10. Performs a variety of tasks in the custodial, maintenance, repair and upkeep of city owned facilities.
11. Responsible for overall custodial, grounds, and maintenance duties including but not limited to: cleaning city shop, shop office and restroom, city park restrooms, emptying trash, replace light bulbs, painting exterior and interior surfaces, make minor carpentry, plumbing, mechanical, and electrical repairs.
12. Perform grounds keeping, landscaping, and maintenance activities to include but not limited to: mowing roadways, city park, ball park, and cemetery. Identify disease/damaged trees for removal, transplant, fertilize, and water trees, shrubs, and flowers.
13. Inspect, care, and maintain picnic shelters, playground equipment, basketball court, fences, and other park properties and facilities. Set up tables, benches, bleachers, for large crowd activities.
14. Management of water and sewer departments including planning for improvements and construction of both systems. Maintenance and repair of water mains and sewer lines.

15. Supervise, inspect, and coordinate all functions and operations of the water treatment and distribution systems and the wastewater collection and treatment systems.
16. Oversee and control the day to day operation of the water production, to include intake, distribution and purification. Supervise the maintenance of the city intake structure and equipment. Ensure proper testing and chemical treatment of water, water lines, all water hookups and disconnects. Ensures proper maintenance of meters, and inspects installation of new water services. Reads meters and provides data to City Finance Office for billing.
17. Responsible for maintaining records of amount of water pumped, maps of curb-stop locations & water main valve locations, chemicals used and any other pertinent information necessary for efficient operation of the utility department. Performs all required analysis of water for compliance with all state and federal drinking water standards. Submits water samples to labs for testing and maintains records of results.
18. Responsible for ordering and inventory of chemicals, meters and all necessary repair items.
19. Performs preventive maintenance of all system equipment as necessary and as indicated by manuals and instructions. Flushes all city hydrants a minimum of twice a year.
20. Oversee, and control the day to day operation of the wastewater collection and treatment facilities. Performs all required analysis of wastewater for compliance with all state and federal discharge standards. Submits samples to labs for testing and maintains records of results.
21. Direct all wastewater collection and treatment functions. Supervises the regular maintenance and repair of the sanitary sewer system and ensures proper operation and maintenance of the wastewater treatment facility, and all related equipment. Includes ensuring proper testing and reporting procedures and working with environmental control agencies as appropriate.
22. Responsible for maintaining records of all sewer cleaning operations and all other pertinent facts concerning all the wastewater collections and treatment functions. Inspects installation of new sewer services.
23. Responsible for water and sewer taps, and oversees installation of lines. Keep maps of sewer line locations.
24. Works closely with Board of Trustees, but has considerable latitude for independent action regarding street, water, sewer, park and cemetery operations.
25. Also ensures completion of other necessary administrative work including proper record keeping, preparation of required reports for State and Federal agencies.
26. Investigates water quality and service complaints. Investigates wastewater complaints.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to repair and do maintenance work on automotive equipment and machinery.
2. General mechanical ability and knowledge to operate tools, equipment, machines, and materials needed for maintenance and upkeep of assigned areas.
3. Ability to perform manual labor and work independently.
4. Ability to operate light to medium duty equipment such as trucks, front-end loader, snow plow, and motor grader.
5. Skill in operating motorized equipment in a safe manner.
6. Considerable knowledge of the principles, practices, and methods of public service relating to streets and public property.
7. Working knowledge of the laws, ordinances and regulations governing street and public property of the city.
8. Thorough knowledge of processes involved in the supply, pumping and treatment of water.
9. Knowledge of equipment, materials, and methods used in sewer construction and maintenance, collection and treatment of wastewater and plant operations and repairs.
10. Knowledge of the methods, equipment and materials involved in the operations supervised, including awareness of the hazards involved and necessary safety precautions.
11. Ability to perform mathematical computations for cost and budget projections and to organize and exercise technical supervision and decision making.
12. Ability to supervise employees and establish and maintain effective working relationships with city officials, other personnel and the general public.
13. Ability to present ideas clearly and persuasively, orally and in writing.

EDUCATION AND EXPERIENCE:

1. High school graduate or GED.
2. Ability to read and comprehend instructions, short correspondence, and memos.
3. Ability to use basic math.
4. Ability to apply common sense understanding to carry out instructions.
5. Ability to deal with standardized situations with only occasional or no variables.
6. Able to understand and effectively carry out oral or written instructions.

CERTIFICATES, LICENSES, EXAMINATIONS:

1. Hold the following certificates required by the State of South Dakota to operate water and wastewater facilities or attain certification within 12 months of employment: Class I Wastewater Collection; Class I Wastewater Treatment; Class II Water Treatment; Class I Water Distribution.
2. Hold Commercial Applicator certificates required for application of herbicides, pesticides or insecticides or attain certificates within 12 months of employment.
3. Hold a valid South Dakota driver's license.

PHYSICAL DEMANDS:

The physical demands 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.

1. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel.
2. The employee frequently is required to stand and walk.
3. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; communicate; and taste or smell.
4. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT :

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is normally exposed to outside weather conditions and handles emergency or service calls and works extended hours in adverse weather conditions when required. Some travel may be required for meetings and workshops.
2. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
3. The noise level in the work environment is usually moderate.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

(Application for Employment follows.)

APPLICATION FOR EMPLOYMENT

CITY OF OACOMA

City Finance Office, P O Box 129, Oacoma, SD 57365

Phone: (605) 734-4455 FAX: (605) 734-4456

EQUAL OPPORTUNITY EMPLOYER

APPLICATION MUST BE RECEIVED BY CLOSING DATE.

1. Date of Application: _____

2. Title of Position Applied for: _____

3. Name: _____
Last First Middle

4. Mailing Address: _____
Street P O Box City State
Zip

5. Social Security Number: _____

5. Telephone Number: _____
Cell Home Work

6. Do you have a legal right to live and work in the United States? ___ Yes ___ No

If you are a resident alien, have you submitted a declaration of intent? ___ Yes ___ No

7. Do have or can you get a valid South Dakota Driver's License, if required? ___ Yes, DL# _____ ___ No

8. Check each type of employment you will accept: ___ Full-time ___ Part-time
___ Permanent ___ Temporary: 6 months or less ___ Seasonal: Duration of Season

9. When could you begin employment? ___ Immediate ___ Beginning on _____
___ After ___ days notice to current employer.

10. Are you under age 18? ___ Yes ___ No

11. Are you a veteran of the U.S. Military Service? ___ Yes ___ No If Yes, List branch: _____

12. List names, addresses and phone numbers of personal references.

13. May we contact your current, most recent or past employer regarding your qualifications? ___ Yes ___ No
If No, please explain: _____

EDUCATION AND TRAINING

14. Circle last year of education completed. For high school diploma or GED, circle "12".

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 plus

15. List names of all schools attended and major course of study or degrees completed.

	Location	Major Course of Study	Diploma Issued
High School:	_____	_____	_____
College/University:	_____	_____	_____
Graduate School:	_____	_____	_____
Vo-Tech School:	_____	_____	_____

16. Additional Training (workshops, seminars, apprenticeships, military or other training). Include approximate hours or days of training. _____

17. List any relevant licenses or certificates: _____

WORK HISTORY

18. Begin with your current or most recent position and work backwards. List each promotion as a separate job. Be as accurate and complete as possible, especially in describing the duties of each position. If you need more space, attach additional sheets using the same format.

A. Current or Most Recent Position:

Dates of Employment: From (mo./yr.) _____ to (mo./yr.) _____. Total Years _____ Months _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Employer: _____ Type of Business: _____

Employer's Address: _____ Phone: _____

Supervisor's Name and Title: _____ Phone: _____

Number of employees you supervised _____. Average hours worked/week: __1-10 __11-20 __21-30 __31+

Reason for Leaving: _____

Complete description of duties: _____

B. Next Previous Position:

Dates of Employment: From (mo./yr.) _____ to (mo./yr.) _____. Total Years _____ Months _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Employer: _____ Type of Business: _____

Employer's Address: _____ Phone: _____

Supervisor's Name and Title: _____ Phone: _____

Number of employees you supervised _____. Average hours worked/week: __1-10 __11-20 __21-30 __31+

Reason for Leaving: _____

Complete description of duties: _____

C. Next Previous Position:

Dates of Employment: From (mo./yr.) _____ to (mo./yr.) _____. Total Years _____ Months _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Employer: _____ Type of Business: _____

Employer's Address: _____ Phone: _____

Supervisor's Name and Title: _____ Phone: _____

Number of employees you supervised _____. Average hours worked/week: __1-10 __11-20 __21-30 __31+

Reason for Leaving: _____

Complete description of duties: _____

19. Signature: I certify, to the best of my knowledge and belief, that all information provided on this employment application is true and accurate.

Signature of Applicant

Date