

City of Round Lake Public Works Maintenance Worker Job Description

Natural Gas Superintendent

- Daily, Monthly, and Yearly Natural Gas Reports
- Responsible for overseeing the successful operation and maintenance of gas utility regulation infrastructure, including work on mains, customer regulators, meters, and regulating stations
- Prepare all documents and reports for Minnesota Office of Pipeline Safety inspections
- Oversees the purchase and repair of facilities involved in the gas distribution system
- Responsible for maintaining compliance with local, state and federal regulations
- Reports to City Council monthly on operation of gas system and notify of any problems or concerns
- Leak Investigation (indoor/outdoor)
- Conduct training for employees that will perform covered tasks, respond to emergencies, and also emergency training for office help receiving telephone notices
- Follow procedures from Round Lake Municipal Gas O&M manual and Emergency Plan
- Maintain Distribution Integrity Management Plan and Public Awareness Plan
- Responsible for maintaining adequate system pressures, system chart reviews and ensuring timely corrective action
- Leak Surveys
- Attend safety and training meetings
- Responsible for safety, quality, and workmanship
- Must be on call and able to respond if needed, as set by the City Council
- Pre-Employment and random drug testing will be required

Utility Maintenance/ (electric, water, sewer) Responsibilities

- Assist in maintaining overhead electric lines and electric meters
- Assist in maintaining pumps, lift stations
- Obtain accurate meter readings
- Monitor and maintain water and electric usage, mains, services, and meters
- Cross train in all utility aspects
- Must be on call and able to respond if needed, as set by the City Council

Public Works Experience

- Experience operating mowers, tractors, snow plows, boom truck, pay loaders
- Maintenance of equipment
- Maintain all City lots including City Park and City owned Cemetery
- Apply herbicides
- Maintain all City Buildings
- Maintain all City owned streets
- Experience operating a variety of hand tools
- Cut and trim trees
- Snow Removal
- Professional contact with the residents and the vendors of Round Lake

Office/ Clerical Responsibilities

- Install, maintain, configure, backup, and troubleshoot City of Round Lake's PC's, network and website
- Diagnose and repair hardware and software faults for City of Round Lake's PC's
- Cross train as needed to help in the office
- Computer operation for daily clerical work

Licenses Needed (must be able to obtain or possess the following)

- Class B Commercial Driver's License
- Natural Gas Covered Tasks Certifications
- Class C Water License
- Class D Wastewater License