

**CITY OF COLUMBIA HEIGHTS
OPEN AND COMPETITIVE
EMPLOYMENT OPPORTUNITY**

Date: February 2, 2017

POSITION: PUBLIC SERVICE WORKER - (UTILITIES)
PUBLIC WORKS DEPARTMENT

**ESSENTIAL JOB
FUNCTIONS:**

This is routine manual labor and equipment operation activities involved in the maintenance, operation, installation, construction, and repair of the city's water distribution and sewage collection facilities. Work involves responsibility for performance of a variety of heavy and light manual tasks. Assignments may include the use of standard or specialized hand tools, power-operated devices, or other equipment. Operates and/or maintains water systems including water storage reservoirs, water mains, valves, fire hydrants, and pumps. Responds to emergency calls and inspects system for leaks or back-up and determines corrective action. Operates and/or maintains storm and sanitary sewer systems, including lift stations, storm water ponds, sewer mains, manholes, generators, catch basins, and pumps. Locates and marks underground utilities as requested by contractors and property owners. Assignments also include the operation of trucks and other automotive or construction equipment incidental to regular duties. Position is subject to call backs, unscheduled overtime, shift work, and weekend duty.

**REQUIRED:
QUALIFICATIONS:** High school graduation or equivalent. Possession of a Class B Commercial Driver's License upon application or ability to obtain within three months of employment. Possession of tanker endorsement or ability to obtain within three months of employment. One year work experience in utilities (water/sewer) maintenance, facilities maintenance, and/or construction. One year work experience performing manual labor duties. Satisfactory driving record. Must meet Federal DOT regulations.

**DESIRED
QUALIFICATIONS:** Possession of a Class A Commercial Driver's License. Possession of a Class D State of Minnesota, Minnesota Department of Health Water System Operator Certificate or ability to obtain within 18 months of employment. Possession of a Class S-D Minnesota Pollution Control Agency Wastewater Treatment Facility Operator Certificate or ability to obtain within 18 months of employment. Two or more years work experience in utilities (sewer and water) maintenance and/or construction. Two or more years work experience performing manual labor duties. One year work experience operating construction equipment and vehicles. One year work experience in a Public Works Department. One year training and/or experience in the operation of a computer using Microsoft Word and Microsoft Access. Certificate from vocational/technical school in related field.

WAGE RANGE: \$21.40 - \$27.67 per hour, plus fringe benefits.

**APPLICATION
PROCEDURE:** City application packets are available from the City Hall Information Window, by downloading from www.columbiaheightsmn.gov, or by contacting Nancy Becker at (763) 706-3606 or nbecker@columbiaheightsmn.gov. City application MUST be completed and returned to the Human Resources Director/Assistant to the City Manager, City of Columbia Heights, 590 40th Avenue N.E., Columbia Heights, MN 55421, no later than 4:30 PM, Monday, February 27, 2017.

**SELECTION
PROCEDURE:** Applicants will be evaluated on the following criteria:
Experience and Training - 50%
Oral Interview - 50%

CLOSING DATE: Applications accepted until 4:30 PM, Monday, February 27, 2017.