

**CITY OF PIPESTONE  
WATER/WASTEWATER DEPARTMENT  
WATER AND WASTEWATER OPERATOR**

The City of Pipestone is seeking a Water and Wastewater Operator. Operator is responsible for the routine manual labor in the operation of the city water/wastewater system and performs other duties as required.

Requirements include ability to obtain a Minnesota Class D Wastewater License and a Minnesota Class D Water License within two years of employment. Must have a valid Class D Minnesota driver's license and a Class B Minnesota driver's license with air brakes or ability to get one in six (6) months. Must be able to relate well to both employees and the general public. Must be able to perform physically demanding activities. Salary dependent upon qualifications.

A complete job description is available at the City Office and may be viewed on the city website [www.progressivepipestone.com](http://www.progressivepipestone.com). Applicants must submit completed City application form to City of Pipestone, 119 2<sup>nd</sup> Ave SW, Pipestone MN 56164 or call 507-825-3324. Applications will be accepted until December 19, 2022 at 5:00 p.m.

*An Equal Opportunity/Affirmative Action Employer*

**CITY OF PIPESTONE**

**PIPESTONE, MINNESOTA**

**DECEMBER 6, 2022**

**VACANCY ANNOUNCEMENT**

**POSITION:** Water/Wastewater Operator  
**LOCATION:** Water/Wastewater Department  
**SALARY:** Dependent Upon Qualifications  
**WORK YEAR:** Full Time

**QUALIFICATIONS:**

1. High School Graduate or have the ability to obtain a GED within two years of employment.
2. Would prefer to have at least one (1) year of experience in the operation and maintenance of utility systems and equipment.
3. Valid Class D Minnesota driver's license and a Class B Minnesota driver's license or the ability to obtain one in six (6) months.
4. Must obtain a Minnesota Class D Wastewater License and a Minnesota Class D Water License within two years of employment.

**RESPONSIBILITIES OF WATER:**

1. Responsible for the operation of a Class B Lime Softening Facility.
2. Responsible for basic water testing and record keeping on a daily basis.
3. Monitor plant operations.
4. Perform preventative maintenance and minor repairs as needed at the water plant.
5. General housekeeping and grounds keeping.
6. The ability to work alone at times without direct supervision.

7. Necessary maintenance of water distribution (valves, hydrants, curb stop, etc.).
8. Necessary repairs to water meters.
9. Collect water samples for preservation and testing for the maintenance of specified quality standards.
10. Notify supervisor of compliance related issues and results.
11. Perform other work as required and directed by Water/Wastewater Supervisor.
12. Implementation of Wellhead Protection Plan.
13. Attend seminars and training sessions as required to maintain required certifications.

**RESPONSIBILITIES OF WASTEWATER:**

1. Perform operations of a Class D 6-cell stabilization pond system.
2. Perform operations of a Class C Pre-Treatment Activated Sludge Plant.
3. Perform maintenance of collection system (jetting, televising, flushing).
4. Collect wastewater samples for preservation and testing for the maintenance of specified quality standards.
5. Perform grounds maintenance on 6-cell stabilization pond system, lift stations, and pre-treatment plant.
6. Perform general housekeeping, preventative maintenance and minor repairs as needed.
7. Perform other work as required and directed by Water/Wastewater Supervisor.
8. Assist in maintaining records for inventory control and maintenance of systems and forward to Supervisor.
9. Attend seminars and training sessions as required to maintain required certifications.
10. Notify supervisor of compliance related issues.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Limited self-supervision is required on a daily basis. Self-prioritizing, scheduling, and work accomplishment are required.
2. Ability to follow verbal and written instructions.

3. Considerable knowledge in the safe use of Lime Softening equipment.
4. Considerable knowledge of tools, methods, operations, and materials used in water treatment and maintenance.
5. Considerable ability to operate a vehicle as needed during the day.
6. Knowledge of computers.
7. Considerable ability to operate heavy machinery and equipment.
8. Considerable ability to respond to customer needs and complaints in a friendly manner.
9. Working ability to stand and walk for long periods of time.
10. Working ability to bend, crouch, and stoop during the work day and also during adverse weather conditions.
11. Working ability to work with and around irritants, fumes, and hazardous chemicals.
12. Considerable ability to use large motor skills to perform tasks requiring manual dexterity including performing manual excavation, digging and to be able to lift equipment, hand tools, and supplies weighing up to 100 pounds.
13. Supervisory responsibilities and decision making are a requirement of this position while performing on-call duties.

**APPLICATION DEADLINE:** December 19, 2022 at 5:00 p.m.

**APPLICATION AVAILABLE:** City Office  
119 2<sup>nd</sup> Ave SW  
Pipestone, MN 56164  
507-825-3324  
Or online at: [www.progressivepipestone.com](http://www.progressivepipestone.com)

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**



Employment firm \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_ Supervisor \_\_\_\_\_ Supervisor's title \_\_\_\_\_  
Your title \_\_\_\_\_ Type of position \_\_\_\_\_  
Principal responsibilities (be complete) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Hours per week \_\_\_\_\_ Last salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Employment firm \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_ Supervisor \_\_\_\_\_ Supervisor's title \_\_\_\_\_  
Your title \_\_\_\_\_ Type of position \_\_\_\_\_  
Principal responsibilities (be complete) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Hours per week \_\_\_\_\_ Last salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Employment firm \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_ Supervisor \_\_\_\_\_ Supervisor's title \_\_\_\_\_  
Your title \_\_\_\_\_ Type of position \_\_\_\_\_  
Principal responsibilities (be complete) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Hours per week \_\_\_\_\_ Last salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Employment firm \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_ Supervisor \_\_\_\_\_ Supervisor's title \_\_\_\_\_  
Your title \_\_\_\_\_ Type of position \_\_\_\_\_  
Principal responsibilities (be complete) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Hours per week \_\_\_\_\_ Last salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Relevant current professional memberships, registrations, or licenses, include date when first issued.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job-relevant volunteer and unpaid work experience

Kind of volunteer activity	Major responsibilities	Hours per month
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe any additional experience or training that qualifies you for this job. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Clerical applicants only. Typing speed \_\_\_\_\_ WPM      Word proceeding/computer experience (list software and hardware) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In accordance with the Immigration Reform and Control Act of 1986, the City of Pipestone hires only U.S. citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentations will result in dismissal.

Minnesota Statute Section 518.611 Subdivision 8, requires employers to obtain information from all new employees regarding court-support obligations that are required by law to be withheld from income. If hired, you will be required to provide such documentation. Failure to provide said documentation will result in dismissal.

Did you serve in the military service of this country and separate under honorable conditions from any branch of the armed forces of the U.S. after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty?    No \_\_\_\_\_    Yes \_\_\_\_\_

Describe your duties and any special training \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are hired for this position, you may be required to undergo a physical examination at this employer's expense to determine whether or not you are able to perform the duties of this position in an effective and safe manner, and whether or not accommodations are necessary for you.

Give the name of four people other than relatives who can be contacted regarding you qualifications, work habits, and character.

Name	Present Address	Telephone	Position and relation to your work
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

We welcome you as an applicant for employment with the City of Pipestone. It is the City's policy to provide equal opportunity in employment. The City of Pipestone will not discriminate on the basis of race, age, religion, national origin, martial status, disability, sex, sexual orientation, status with regard to public assistance, or any other basis protected by law.

**THE CITY OF PIPESTONE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The City of Pipestone has the right to verify information provided in the application. I may be discharged if there are any misrepresentations on this application or my resume or made by me in an interview which may be discovered now or anytime in the future. False information or misrepresentation may also subject me to the penalty provisions of M.S. § 43A.39.

In connection with this application for employment, I authorize the City of Pipestone and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the City of Pipestone and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information, from any person.

Yes \_\_\_\_\_ Yes, but not present employer until job is offered \_\_\_\_\_ No (we may be unable to hire you without this information) \_\_\_\_\_

Maiden or previous Name \_\_\_\_\_ You are not legally obligated to provide it, however, failure to provide information may result in the inability to conduct previous educational or employment history checks.

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. I agree and understand that any false statements or omission of information contained in this application or any supplemental materials I submit may disqualify me from further consideration for employment or result in immediate dismissal if discovered at a later date. I hereby acknowledge that I have read and I understand the information below.

Date \_\_\_\_\_ Signature (do not print) \_\_\_\_\_

**IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION**

The information contained in this application is considered private data under the Minnesota Data Practices Act, and will be used only in conjunction with your possible employment. Please furnish complete information so we may accurately and completely assess your qualifications. Your application will be evaluated in comparison to the requirements of the position for which you are applying. As an applicant for employment, your name is considered a finalist if and when you are selected for a final interview. If the City of Pipestone hires you, some of the information contained on this application form (such as previous employment experience and educational background) will become public data.

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to agencies where you may be considered for employment (to comply with M.S. 13.43, Subd. 2). If you become employed by the City of Pipestone, the data will be available to the Department of Finance, the International Revenue Service, the Social Security Administration and the Public Employment Retirement Association for payroll and tax purposes. If you disagree with the data we have about you, notify the City Administrator by letter.

Private Data	Why We Ask For It	Are You Legally Obligated To Provide It	What May Happen If You Don't Provide It
Name	To distinguish you from all other applicants.	Yes	Failure to provide information may be cause for rejecting an application.
Maiden or Previous Name	To conduct previous educational or employment history checks	No	We may not be able to obtain important education or employment history for hiring requirements.
Date of Birth	The Fair Labor Standards Act and Minnesota law have restrictions about when minors can work and and what they can and cannot do on the job.	No	Failure to provide information may be cause for rejecting an application.
Address	To be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	To be able to contact you to determine availability for interview and to notify you when we need you to work on short notice.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.
Veteran Status	To award qualified veterans and spouses of deceased or disable veterans preference points.	No	Nothing.

**ALL OTHER INFORMATION ON THE APPLICATION IS PUBLIC, THAT IS, IT MAY BE GIVEN TO ANYONE FOR ANY PURPOSE.**

## APPLICATION FOR VETERANS PREFERENCE POINTS

**ELIGIBILITY:** Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their training and experience examination results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veteran's preference points, you must:

1. Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; and
2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's points without it.

**INSTRUCTIONS:** You must supply a copy of your DD214. Disabled veterans must also supply Form FL-802 or an equivalent letter from a service retirement board. Spouses applying for preference points must supply their marriage certificate, the Veteran's DD214 and FL-802 or death certificate.

If you do not include these documents with this application, be sure to include your name, and the name of position for which you are applying, when you do submit the documents.

All documentation must be received no later than seven (7) calendar days after the application deadline for the position for which you are applying.

### VETERAN'S PREFERENCE APPLICATION

Veteran: Self \_\_\_\_\_ Spouse \_\_\_\_\_ If spouse, veteran's name \_\_\_\_\_

Branch of service \_\_\_\_\_ Dates of active duty from \_\_\_\_\_ to \_\_\_\_\_

Rank at discharge \_\_\_\_\_ Type of discharge \_\_\_\_\_

Are you receiving or eligible for a military pension? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a compensable service related disability? Yes \_\_\_\_\_ No \_\_\_\_\_

Type of preference requested: \_\_\_\_\_ Veteran \_\_\_\_\_ Disable Veteran

\_\_\_\_\_ Spouse of Veteran \_\_\_\_\_ Spouse of Disable Veteran

Supporting documentation: \_\_\_\_\_ is attached

\_\_\_\_\_ will be submitted within 7 days of application deadline

**CITY OF PIPESTONE  
PHYSICAL DEMANDS**

Position: Water/Wastewater Operator

Department: Water and Sewer Department

Level: \_\_\_\_\_

Narrative: \_\_\_\_\_

Work Environment: \_\_\_\_\_

**Physical Demands  
-Physical Activity Frequency-**

N = Never

S – Seldom

O = Occasional

F = Frequently

C = Continuous

Check If Unable to Perform Activity		Frequency	Examples of Physical Descriptions, but not limited to:
	Walking/Standing	F	
	Sitting	F	Driving vehicle.
	Standing in one place	O	

Check If Unable to Perform Activity		Frequency	Examples of Physical Descriptions, but not limited to:
	Above Shoulders	F	Repairs.
	Away from body	F	Repairs.
Check If Unable to Perform Activity		Frequency	Examples of Physical Descriptions, but not limited to:
	Pulling/pushing	F	Equipment operation.

	Crawling/kneeling/squatting	O	Confined space.
	Twisting/turning	F	
	Repetitive movement (hands/wrists)	O	Painting, valve exercising

<b>Check If Unable to Perform Activity</b>	<b>Examples of Physical Descriptions, but not limited to:</b>		
<b>Use of Hands for Repetitive Activity:</b>			
	Simple grasping		Tools, parts.
	Firm grasping		Tools, parts.
	Fine manipulating		
	Keyboarding		

	Use FEET for repetitive movements	
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<b>Check if Unable to Perform Activity</b>	<b>Frequency</b>	<b>Weight</b>	<b>Examples of Descriptions but not limited to:</b>	
<b>Lifting</b>				
	Above shoulder	O	25-50#	Repairs, maintenance, painting
	Waist to shoulder	O	25-50#	Repairs, loading pickup
	Knee to waist	F	50#	Carrying parts, maintenance, loading pickup
	Floor to knee	O	100#	Carry parts
	Carrying	O	50#	Anything

ENVIRONMENTAL CONDITIONS  
JOB HAZARDS

Hazardous Substances	Frequency to Exposure	Examples of Descriptions, but not limited to:
Gases	O	Sewer gases, asphalt fumes, diesel fuels, gasoline.
Chemical	O	Water/wastewater treatments.
Fumes	O	See Gases.
Dust	O	Gravel roads, cement.

	Physical Agents	Examples of descriptions, but not limited to:
Yes	Heat/cold/frequent temperature changes	Outside.
Yes	Wet/dry	Outside.
Yes	Noise	Ground equipment.
Yes	Humidity	Outside.
Yes	Vibrations	Equipment, pumps.
Never	Unprotected heights	Equipment.
Yes	Lighting: bright/dim	Night work.
Yes	Electrical hazards	Summer storms.
Yes	Mechanical hazards: equipment, moving parts	Moving parts of equipment.
Yes	Time spent outside.	Variable.
Yes	Time spent inside.	Variable.
Yes	Time spent in vehicle	Variable.

Check if any problems with:	Physical Senses	Examples of Descriptions, but not limited to:
	Vision	All areas of position.
	Color Vision	Vehicle operation/traffic lights
	Hearing	Telephone, radio, communicating with residents and co-workers.
	Talking	Telephone, radio, communicating with residents and co-workers.
	Smelling	Gases, exhaust in shop, sewer gases.

Additional Requirements or Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Data Source: \_\_\_\_\_

Validated by: \_\_\_\_\_

Evaluated by: \_\_\_\_\_

Date: \_\_\_\_\_