

Your Name

LEAD PERSON - UTILITIES DIVISION

 888@gamil.com

 888-888-8888

 Your Town

PROFESSIONAL PROFILE

Dedicated 35 year City of @@@@ employee with 23 years' experience in the utilities division and 16 years' experience as the lead person in the utilities division.

Expertise in water distribution and sewer system inspections and maintenance. Track record of high level of self-performance, leadership, training, and development of staff.

SKILLS

- Certified Pool Operator
- Class S-D Sanitary Sewer Certified
- Class C/D Water Operator Certified
- Class A CDL
- Water Distribution Inspections/Maintenance
- Sanitary Sewer Inspections/Maintenance
- Safety & Compliance
- Personnel/Staffing Management
- Project Management
- Budget Implementation
- Equipment Purchasing
- Citizen Complaint Resolution
- Microsoft Word, Excel, Outlook

EDUCATION

BS Secondary Education
Your School

CERTIFICATIONS/LICENSURES

Professional Operator Development, in progress
League of Minnesota Cities/MN AWWA

Professional Operator Development, 2019
League of Minnesota Cities/MNAWWA

Certified Pool Operator, 2001

Class S-D Wastewater Treatment Facility Operator, 1998

Water Supply System Operator, Class C&D

Class A CDL

EXPERIENCE

CITY OF @@@@, Your Town, @@

Lead Person - Utilities Division | 2004-Present

Senior Public Service Worker - Utilities Division | 1997-2004

Maintenance Worker - Park Maintenance Department | 1995-1997

Crew Chief - Park Maintenance Department | 1989-1995

Worker - Park Maintenance Department | 1988-1995

Worker - Road Maintenance Department | 1985-1988

- Oversees city staff of 8 full time and 3 part time employees.
- Oversees new construction sites.
- Work with city staff and various contractors/engineers on new infrastructure and developments.
- Instrumental in start up of city's new treatment facilities.
- Work with current utilities foreman on staffing issues and equipment purchases.
- Repair/maintain daily running of water, sewer lines, and community pool.
- Coordinate with street and parks department on various tasks, including snow removal.
- Coordinate with contractors on new construction of sewer and water infrastructures.
- Install and repair water meters.
- Ensure contractor conformity to city sewer/water installation specifications.
- Operate heavy equipment including bucket truck, backhoe, and skidsteer, rolling paver machine, forklift, and Vac-Con sewer truck.
- Handle inquiries from citizens regarding water/sewer related issues.
- Perform record keeping related to water maps and bacteria testing.