



Request for City Council Action

DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Utilities	Utility Manager Neidermeier	January 26, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty Assistant City Administrator/Human Resources Hille	3.18 – Job Description

STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
X	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff recommend the City Council approve a job description for the Utility Foreperson – Water Collection Distribution position and authorize recruitment.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>The 2026 Utility Staffing Plan and budget includes a leadership role of foreperson within the Water Collection Distribution (WCD) Division. A job description has been drafted and is attached. The job description was used from the template of Utilities Foreperson, which currently is a vacant role as it transitioned to Utility Facility Supervisors.</p> <p>As reviewed within Subcommittees in spring of 2025, and in November of 2025, a foreperson supports leadership within the WCD Division as water filtration treatment becomes operational early 2026 with concurrent design and builds of two other treatment sites. These expansions, additional infrastructure and seasonal dynamic system require focus, technical knowledge with skills and licensure to guide operational strategies this role can better support. The position fits the framework within the Otsego Water and Wastewater Utility Staffing Projection technical memorandum June 2, 2021, by AE2S.</p> <p>The draft recruitment schedule is:</p> <ul style="list-style-type: none"> • Recruitment Authorization – January 26 • Position Posted – January 28 • Application Deadline – February 12 • Interviews – February 25 • Council Review – March 9 <p>This position has been presented and reviewed by the Public Works Sub Committee on November 18, 2025, and City staff has received scoring of the position, which has been scored within Grade 9.</p>	

SUPPORTING DOCUMENTS ATTACHED:

- **Job Description**

POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:

Motion to approve the Utility Foreperson – Water, Collection, and Distribution Job Description and to authorize recruitment.

BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 601 – Water Utility	Yes



Position Description

Position: Utility Foreperson – Water Collection Distribution
Department: Utilities
Position Status: Full-time
FLSA Status: Non-Exempt
Pay Grade: 9
Date Approved: DRAFT

DESCRIPTION OF WORK

General Statement of Duties: Performs all functions of a Utility Operator; assists Utility Manager in planning and directing the department's operations and staff; may coordinate with Engineers and Contractors on projects and operations. May perform all functions of a Utility Operator.

Immediate Supervisor: Utility Manager

Supervises: None

Provides Work Direction to: Utility Operators and Utility Seasonals

MAJOR JOB FUNCTIONS

1. Water and Wastewater Systems:
 - a. Perform, monitor and oversee all aspects of the operations and maintenance of the Treatment Facilities.
 - b. Perform, monitor and oversee all aspects of operations and maintenance of the Collection and Distribution system. Review Collection and Distribution System projects for completion with accuracy in meeting engineering specifications for City acceptance.
 - c. Perform, monitor and oversee all aspects of the GIS system related to Utilities. Coordinate with Engineer and staff for accuracy and recommend changes needed. Maintain data and collection documentation for maintenance and record purposes.
 - d. Maintain regulatory requirements for water quality standards and wastewater permits requirements.
 - e. Report compliance and compliance monitoring to regulatory agencies including Minnesota Pollution Control Agency, Environmental Protection Agency, Department of Natural Resources, and Minnesota Department of Health.

- f. Communicate with officials, engineers and regulatory agents tactfully regarding facility planning, reviews and inspections. Provide input and influence to the design and operations of water and wastewater systems.
 - g. Provide input of department needs for capital and budgetary needs.
 - h. Maintains phone communication for emergency response
2. Project Management and work direction:
 - a. Coordinates and schedules all aspects of Utility projects and functions.
 - b. Serve as liaison with vendors, ensure inventory and supplies of equipment and parts are available for routine and emergency needs.
 - c. Assign work responsibility, monitor project progress and provide communication with Manager regarding status, productivity and quality of work.
3. Policies and Procedures:
 - a. Responsible for following all policies and procedures at the federal, state and local level through all applicable agencies
 - b. Recommend departmental operations improvements and changes to supervisor to improve efficiency and work flow.
 - c. Monitor operations to ensure compliance with applicable laws, regulations, rules and ordinances.
 - d. Ensure safety procedures are followed.
4. Supervision:
 - a. Perform check ins and provide recommendation for annual performance reviews
 - b. Ensure staff attends safety training and follows safety procedures
 - c. Assign work and ensure it is done accurately and timely
 - d. Recommend staffing additions and be involved with interviewing
 - e. Maintain security systems protocols and access ensuring public health and employee safety.
5. Other Duties and Responsibilities:
 - a. Keep Utility Manager informed of department activities and relevant matters.
 - b. Address resident questions and concerns.
 - c. Provide recommendations on the long- and short-term capital needs of the departments
 - d. Provide input and recommendation for annual budget with frequent reviews to ensure budgets are maintained. Review and recommend invoice approvals
 - e. Provides strong communication, teamwork and works closely with other divisions and departments for the betterment of the City.
6. General
 - a. Treat fellow employees with respect and integrity
 - b. Promote a positive and motivating environment
 - c. Provide exceptional customer service
 - d. Confer with manager, peers, and employees to discuss and resolve issues
 - e. Make decisions that are always in the best interest of the City
 - f. Perform other duties and projects as assigned
 - g. Follow all safety policies and procedures
 - h. Follow all City policies and procedures

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and experience in all aspects of water and wastewater operations and maintenance.
- Knowledge of biosolids application requirements and methods
- Knowledge of and experience in scheduling, managing, and overseeing projects including safety practices, working with contractors and engineers, resolving work site and contract conflicts, and applicable State and Federal laws.
- Knowledge of SCADA, Microsoft Office (Excel, Word, and PowerPoint) and standard computer systems and programs used in operation of water and wastewater facilities Applied knowledge in laboratory tests, testing methods and techniques, testing requirements, and interpretation of test results.
- Applied knowledge in analyzing problems, identifying solutions, and implementing solution successfully.
- Working ability to occasionally perform heavy manual labor, sometimes under adverse weather conditions and during abnormal hours.
- Ability to communicate clearly, professionally, effectively, and precisely both verbally and in writing.
- Applied knowledge of standard office and department related computer applications.
- Ability to resolve and diffuse conflicts.
- Ability to understand, manage and communicate complex ideas, projects, and situations.
- Ability to work independently and as part of a team and to coordinate work with other departments and to lead multi-departmental or multi-jurisdictional projects.
- Ability to plan, prioritize and organize the department's work.
- Strong sense of honesty, integrity, and credibility

MINIMUM QUALIFICATIONS

1. Class B Water License.
2. Class C Wastewater or SC Collection System License.
3. Five years Collection and Distribution Maintenance Experience.
4. A valid Class B commercial driver's license.
5. Associates Degree in Water Environment Technology or related field.

PREFERRED QUALIFICATIONS

1. Class A Water License.
2. Class B or SB Collection System License
3. Two years lead or supervisory experience.
2. Three years of experience at a Class B Water Filtration Facility.
3. Two years direct experience with dynamic hydraulic pressure zones
4. Bachelor's degree in biology, chemistry or environmental services or related field.
5. Experience working for a growing city or county.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is done within the wastewater treatment facility or outside in varying conditions, including frequent exposure to humidity, noises, vibrations, hazards, and atmospheric conditions; occasional exposure to extreme cold, extreme heat and changes in wetness. This includes occasional light physical strength work to very heavy physical work. Travel within the City to treatment facilities, wellhouses and lift stations is everyday.

Activities that **occur constantly** (5–8 hours/shift): talking, hearing

Activities that **occur frequently** (2–5 hours/shift): standing, walking, sitting, handling, grasping

Activities that **occur occasionally** (up to 2 hours/shift): lifting, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, reaching, feeling, repetitive motions, eye/hand/foot coordination

Activities that **occur rarely** (do not exist as regular part of job): balancing, crawling

City of Otsego is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee Name

Employee Signature

Date