

PUBLIC WORKS STREETS/WATER OPERATOR CREW

Position Summary: The Public Works Street/Water Operator crew position performs daily operations of the Village Water Department and Street Department.

Supervision: The Public Works Street/Water Operator position directly reports to the Public Works Superintendent and in the absence of the Superintendent oversees the part-time employees and reports to the Village Administrator.

Essential Job Duties & Responsibilities:

General

1. Responds to service complaints, problems, and other calls from residents.
2. Provides a high level of customer service to Village residents and business owners by promoting a friendly, courteous, and professional work environment.
3. Serves on-call duty and responds to calls for assistance during evening and weekend hours. Also works scheduled hours on event weekends in the Village.
4. Attends professional training courses, meetings, and conferences to keep abreast of current trends and certifications in the field.
5. Ability to work in emergencies in all types of weather conditions and at any hour of the day and night.
6. Weekend work required (approximately twice a month): reading wells (pumps), cleaning garbage, checking the Village streets, water lines, and sewer lines, checking the dumpster, checking the beach and parks, etc.
7. Performs other related job duties, as required, needed, and deemed appropriate by the Public Works Superintendent or the Village Administrator.

Operations – Streets, Water, Sewer, Parks, Buildings, etc.

1. Participates in and performs street repair, manhole and pothole patching, sidewalk improvements, sidewalk inspections, painting street lines and curbs, emptying trash receptacles, snow and ice removal & hauling, and related roadway operations.
2. Helps service and perform maintenance on equipment including pickups, trucks, tractors, building maintenance, etc.
3. Operates a variety of equipment including trucks, backhoes, tractors, loaders, snowplow equipment/vehicles, and a variety of power, back-up systems and hand tools. Performs minor repairs and recommends equipment replacement.
4. Helps investigate and resolve problems regarding public works, sewer, water, and forestry issues.
5. Helps with planting, trimming, and removal of trees with guidance from the Tree Commission.
6. Helps to water the trees and plants throughout the Village, as needed.
7. Helps coordinate brush truck pickup and drop off, assists at the brush dump site if necessary.
8. Assists with Village events and assists the Police Department with barricades and signage that is needed throughout the Village.
9. Assists the Library, Police, Tourism, and Administrator's offices with a variety of items such as voting booths, lighting, plumbing, cabinets, move furniture, shelving, lifting, garbage cans, etc.

10. Assists in mowing the lawn and raking the leaves at Village Properties: Village Park, Lions Park, Depot, Memorial Park, Village Beach, both water towers, Firehouse, and along Osthoff Avenue.
11. Helps to clean & maintain the Village Beach, Lions Park, Memorial Park, June Vollrath Park, and other Village properties.
12. Helps to hang and fix Christmas decorations and street banners throughout the year.
13. Assists in providing measurements and pictures for building projects and ensures construction projects in the Village have obtained the permits required.
14. Assists in the operation and maintenance of the Village's water wells, distribution system and related equipment, buildings and grounds.
15. Helps keep operational and maintenance records and prepares reports related to the Water Department.
16. Helps to perform standardized tests, takes samples and regulates conditions in water distribution operations. Assists with the repair of equipment, wells, water mains and the maintenance of buildings and grounds. Participates in pressure testing and construction projects.
17. Helps to rebuild and/or replaces defective equipment such as pumps and filtration system components, and troubleshoots problems related to water distribution.
18. Helps with the maintenance, repair, and cleaning of Village streets, sanitary and storm sewers, water mains, and hydrants.
19. Serves as a certified water operator.
20. Exercises valves and helps to locate curb boxes, flushes the water hydrants, reads and installs water meters, and helps in the water department with other duties, as needed and directed.
21. May assist in Emergency Government Activities or training that may require working nights or weekends.
22. Attends Village Board meetings as required.
23. Performs other job duties as required.

Education and or Experience: Two years of experience in a municipal public works or water department setting, or equivalent education and private-sector job experience.

Skills, Knowledge, and Abilities:

- Must possess a valid Wisconsin Driver's License.
- Must hold a Wisconsin Certified Water Operator in Groundwater and Distribution, or obtain one within 6 months of hire.
- Ability to operate and maneuver equipment such as backhoes, loaders, pick-up trucks, plow trucks, chain saws, lawn mowers, snow blowers, front end loaders, chippers, hand excavation tools and mechanic's tools.
- Possess moderate computer skills, including the use of Microsoft Office products.
- Must possess a current CDL Class B or obtain one within 60 days of hire (mandatory).
- Ability to safely operate and care for hand and power tools.
- Ability to deal with the public in an effective and courteous manner.
- Ability to understand and follow both written and oral instructions.
- Ability to obtain building inspection licenses with Village support.

- Ability to lift and/or move up to 75 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to work outside in various types of weather; periods of exertion required.
- This position is subject to random drug testing.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer: The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract or employment between any employee or group of employees and the employer. The employer retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its judgment, to be proper.