



PUBLIC WORKS, SEWER and WATER UTILITY LABORER JOB DESCRIPTION

Position Summary:

Perform a variety of duties relating to the operation of the Public Works Department including Wastewater and Water Utilities, Storm Sewers, Streets, Parks and Cemetery. Share in duties of all other Public Works operations as required and under the direction of the Director and Assistant Director of Public Works.

Essential Duties and Responsibilities:

The following provides an overview of duties related to this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintain daily operations and maintenance logs.
- Perform daily, monthly and yearly laboratory sampling/analysis/logs.
- Prepare DNR/EPA/State/County required forms in the absence of Utility Supervisor.
- Effectively communicate and maintain positive relationships with the public and fellow employees/departments via face-to-face, phone, and e-mail.
- Read water meters.
- Flush water mains, exercise fire hydrants, and meter installation, testing and maintenance.
- Clean sanitary sewer mains.
- Attend required meetings and training sessions.
- Initiate and work within safe working practices.
- General facility housekeeping such as cleaning floors, windows, painting, lawn care, snow removal, parks maintenance, etc.
- Perform preventative and/or corrective maintenance on all Public Works, Wastewater and Water Utilities - structures, equipment, buildings/grounds, street work/patching, etc.
- Available for "on call" after hours, holidays, and weekend work
- All other duties as assigned by Director or Assistant Director of Public Works.

Desired Training and Licenses:

- High school diploma or equivalent.
- Valid Wisconsin Drivers license.
- Have or ability to obtain Commercial Class B license with air brake endorsement.
- Have or ability to obtain CPR/First aid certification.
- Have or ability to pass ICS 100-200 training.
- Have or ability to obtain within 18 months of employment a DNR Municipal Waterworks Operator Certification - Distribution Grade 1 and Groundwater Grade 1.
- Have or ability to obtain within 18 months of employment Wastewater Operator Certification - Biological Solids/Sludge Handling, Processing & Reuse, Biological Treatment: Suspended Growth Processes and Solids Separation.
- Have or ability to obtain future DNR certification subclasses as directed.
- Ability to maintain licenses/certifications through continuing education courses.

Essential Knowledge, Skills, and Abilities:

- Ability to use two-way radios.
- Ability to use common hand and power tools and safety equipment.
- General knowledge of computers and able to learn SCADA, Microsoft, and Hach/Wims.
- Working knowledge of occupational hazards and safe work practices.
- Have knowledge of or ability to learn use of loaders, mowers, weed whips, toolcat, Bobcat, dump trucks, salters, plows, pressure washers, welders, torches, generators, pumps, computers, etc.

Physical Requirements:

- Ability to work in adverse weather conditions.
- Ability to lift 50 pounds
- Ability to do extended walking, climbing stairs and ladders.

Additional Considerations:

- Meet Village residency requirements.
- There will be the following wage increases:
 - 6-month positive job performance review - \$.50 increase.
 - 12-month positive job performance review -\$.50 increase.

- Obtaining a DNR groundwater/distribution certification - \$.75 increase.
- Obtaining a DNR Wastewater operator certification - \$.75 increase.

Notes

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. The job description does not constitute an employment agreement between the employer and employee and the Village retains and reserves any and all rights to change, modify, amend, add or delete, from any section of this document as it deems, in its judgment, to be proper.

Formal application, rating of education and experience; oral interview and reference check, job related tests and a physical examination with drug screen will be required.

The Village of Brooklyn is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees to discuss potential accommodations with the employer.

Laborer/Operator Duties

- Learn all aspects of computer/scada/hach-wims as needed to run, adjust, and control all WWTP, lift stations, tower and water equipment.
- Pull samples, perform and understand laboratory work.
- Adjust plant processes as needed per laboratory results/weather/changes to the system.
- Maintain all sewer and water credentials.
- Check fluids in all trucks general maintenance items 4 trucks, loader, tool cat and bobcat.
- Clean all storm sewers as needed.
- Check street signs and street for pot holes.
- Check all trash cans twice a week parks, streets and cemetery.
- Community Building three times a week check trash and clean building/bathrooms.
- Keep shop area clean.
- Lawn mower/weed eater maintenance in season.
- Park bathrooms in season.
- Clean park shelters in season.
- Inspect and Maintain Snow plows/salt spreaders in season.
- Work in all departments including water and sewer utilities.
- Other duties assigned by management.

Laborer/Operator Additional Duties

- Exercise all valves in system.
- Clean all sewer mains once a year.
- Clean problem sewers and root cut twice a year.
- Help install water meters.
- Mow/trim grass as needed.
- Patch streets.
- Yearly equipment maintenance.
- Dig and fill graves.
- Pick up oil, tires, and batteries.
- Pick up brush.
- Check and perform routine maintenance on all Village furnaces and A/C equipment.
- Sort scrap/recyclables, haul to center if needed.
- Trash/recycle containers to residents, fixing and replacing as needed.
- Spray weeds in parks, cemetery, Village properties, and streets.
- Fix anything that breaks in all departments if capable, including inspections and repairs of parks equipment.
- Take care of any odd issue that may come up from residents. Dead animals on streets, down branches, water issues etc....
- Pump storm water pond as needed.
- Any issues in the parks that may come up fix or replace.
- Maintain ball fields.
- Trim trees in cemetery, parks and Village ROWs and properties.
- Prep Village properties and equipment for special and scheduled events.
- Maintain water and sewer credentials by attending continuing education class's (6 hours per utility) each year.
- Work in all Departments including water and sewer utilities.
- Maintain CDL license.
- Other duties as assigned by management.