

Village of Theresa

JOB DESCRIPTION

Job Title: **Utility Operator/DPW Employee**

1. **GENERAL PURPOSE:** The utility operator/DPW employee will work with and under the direction of the director of public works. The position will perform a wide variety of jobs in all areas of the sewer and water utility, and public works.
2. **SUPERVISION EXERCISED:** The position assists in supervising less than ten (5) full time and/or part time employees.
3. **ESSENTIAL DUTIES AND RESPONSIBILITIES:**
 - a. Sewer responsibilities include but are not limited to: Following all rules, regulations, and monitoring required per the DNR wastewater permit, monitoring lift stations, manhole inspections, mapping, locating diggers hotline, maintenance of equipment, documenting, parts inventory, process control, and repairing or coordination of repairs.
 - b. Water responsibilities include but are not limited to: Following all rules, regulations, and monitoring required per DNR, daily monitoring of wells and chemical feeding, exercising valves, exercising fire hydrants, documenting and mapping locates and work performed, addressing water quality concerns, addressing water leaks, water turn offs and on, diggers hotline locates, material inventory, parts inventory, and repair or coordination of repairs needed.
 - c. Public works responsibilities include but are not limited to: Street repair and maintenance, keeping catch basins clear of debris, cleaning and maintaining our Rivers Edge bathroom, mowing lawn and trimming weeds as needed, maintenance and repair of equipment and machinery, street signs, parks equipment, buildings, trimming and removal of trees as needed, lawn repair, maintaining the leaf and brush drop off area, install and remove Christmas lights, and snow removal of our parking lots and sidewalks. (streets are contracted)

Departmental Duties

1. Determines locations of water and sewer lines from the appropriate sources prior to excavation.
2. Drives trucks of various sizes and/or weights in the loading, hauling and unloading of various equipment and maintenance materials.
3. Works with the director for needs, and formulates short- and long-range plans to meet needs in all areas of responsibility, including transportation, street and drainage.
4. Manages & Supervises:
 - a. Daily operations of water distribution system.
 - b. Daily operations of wastewater facilities.

- c. Assist in the development and/or update of the Capital Improvement program and other plans involving the municipal roadway infrastructure.
 - d. Gathering and processing laboratory samples, as required.
 - e. Infrastructure maintenance and other records.
 - g. Proper maintenance of equipment and tools.
- 5. Maintains
 - a. Variety of records relating to work orders, inspections, maintenance activities, project estimates, etc.
 - b. Village infrastructure maps, including additions, deletions and amendments.
- 6. Operates
 - a. Light and medium-sized construction and power equipment, such as chain saws, weed whips, skid loader, lawn tractor, and other related equipment.
 - b. Mowers, end loader, dump truck, pickup truck, snowplows, and skid steer.
- 8. Performs
 - a. Required labor involved in construction and maintenance projects including barricading, blacktopping, building cleaning/maintenance, trimming, clearing, cement repair, painting, signing, grading, patching, manhole cleaning, pipe repair, crack filling and other tasks.
 - b. Routine inspection and preventive maintenance on assigned equipment.
 - c. Perform duties of maintenance, repair of street, stormwater, parks, water and wastewater facilities.
- 10. Responsible for
 - a. Assist in Village compliance with all Public Service Commission and WisDNR regulations and mandates, including CCR, CMAR, EDMR, well reports, water reservoir inspections and meter calibrations.

General Duties

- 1. Mitigates errors and complaints according to existing procedures.
- 2. Assists with other department staff in performing duties.
- 3. Attends conferences and training relating to the position.
- 4. Communicates official plans, policies and procedures to the public.
- 5. Helps gathers, interpret, and prepares data for studies, reports and recommendations for the Village Board.
- 6. Maintains:
 - a. General safety of department employees through assessments of working conditions.
 - b. Custody and control over department equipment, property, records and recommends improvements to equipment and facilities, as needed.
- 7. Responsible for:
 - a. Following protocol set by the director.
 - b. Keeping track of their timesheet to be confirmed by the director.
 - c. Inspection and subsequent enforcement notification of Village ordinances including, but not limited to cutting of long grass/weeds and clearing sidewalks within the right-of-way, and removing snow from sidewalks.
 - d. Document daily tasks for use in the monthly report to the village board.
 - e. Being on call, on a rotational basis.
- 8. Performs other duties, as assigned.

Essential Knowledge, Skills, and Abilities

Communications:

Must have the ability to actively listen to others for understanding of their needs and situations: ability to speak and write English clearly. Must be able to assertively control conversations to gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient quickly and accurately. Must have the ability to understand and carry out written and oral instructions. Must be able to read and understand laboratory tests conducted in a wastewater treatment facility.

Decision Making:

Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the department.

Interpersonal Relationships:

Must be consistent in dealing with people; must be sensitive to others' problems and concerns without direct involvement, must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to maintain cooperative working relationships with employees, various organizations, and the public. Must have the ability to work safely.

Professional Attitude:

Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self-confidence. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Quality of Work:

Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

Technical Knowledge:

Must have knowledge, training and skill in water/wastewater including the operation of a variety of lab equipment, generators, pumps, gauges, and other common tools. Must have the ability to perform control calculations.

Physical Abilities:

This position is subject to random drug and alcohol testing. Must have the ability to read and discern visual images on a variety of media. Must have the ability to operate computer equipment. Must be able to use a shovel, various snow removal equipment, common hand and power tools, wrenches, detection devices, mobile radio, phone, calculator and a variety of lab equipment.

4. DESIRED MINIMUM QUALIFICATIONS

- A. **Education.** High School diploma or GED. Experience with municipality's, utilities, and public works is desired.
- B. **Substitution of Experience for Education.** Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis, will fulfill the requirements for education.
- C. **Necessary Skills, Knowledge and Abilities.**
 - 1. Working knowledge of:
 - a. Computers and electronic data processing equipment/software including intermediate skills with Excel, Word, internet, email and other specialized municipal software.
 - b. But not limited to, common understanding of the power and hand tools used.
 - 2. Skill in proper and safe operation of equipment, facilities, methods and procedures used in maintenance, construction and repair activities.
 - 3. Ability to:
 - a. Communicate effectively, orally and in writing.
 - b. Plan, organize and assign personnel and resources, and monitor outcome to achieve desired goals.
 - c. Stand on feet for extended periods of time.
 - d. Can repetitively lift 50 pounds.
 - e. Understands and carry out written and oral instructions.

5. **SPECIAL REQUIREMENTS**

- 1. United States citizen.
- 2. Eighteen (18) years of age or older to apply.
- 3. Must reside within a 30-minute response time of the Village of Theresa
- 4. Valid driver's license.
- 5. Certification in Wisconsin wastewater classes A1, B, C, D, L, P and SS or the ability to obtain them within one year.
- 6. Certification in Wisconsin waterworks classes G and D or the ability to obtain them within one year.
- 7. CPR and First-Aid Certification, or the ability to obtain certifications within 6 months of appointment.
- 8. Willing to furnish information for a comprehensive background check.