

Village of Theresa

JOB DESCRIPTION

Job Title: Part time Utility Operator/DPW Employee (Normal max of 25 hours/week)

1. **GENERAL PURPOSE:** The Part time 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. **ESSENTIAL DUTIES AND RESPONSIBILITIES:**
 - a. Sewer responsibilities include but are not limited to: Assisting Wastewater Treatment Plant operations and maintenance including laboratory testing as required per the DNR wastewater permit, monitoring of lift stations, assisting with manhole and sanitary sewer inspections and/or other collection system maintenance as needed.
 - b. Water responsibilities include but are not limited to: Assisting with daily monitoring of wells and chemical feed equipment, exercising valves, exercising/flushing fire hydrants,
 - 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 Park bathrooms, mowing lawns and trimming weeds as needed using push mower, and weed eaters, maintenance and repair of equipment and machinery, street signs, parks equipment, buildings, trimming and removal of trees and brush as needed, lawn repair, maintaining the leaf and brush drop off area, assist to install and remove Christmas lights, and snow removal and salting of our parking lots and sidewalks with some manual shoveling as needed. (street plowing is contracted)

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 water and wastewater treatment facility.

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.

Quality of Work:

Must be able to work independently with minimal supervision. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

Technical Knowledge:

Must be willing to learn the proper operations and maintenance of water/wastewater treatment plant 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.

3. 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 additional work experience in related fields.
- 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.

4. SPECIAL REQUIREMENTS

- 1. United States citizen with valid driving license.
- 2. Eighteen (18) years of age or older to apply.
- 3. Must reside within a 30-minute response time of the Village of Theresa and be willing to be called in and report to work as needed during emergency situations such as water main breaks, sewer problems, power failure, etc.
- 4. CPR and First-Aid Certification, or the ability to obtain certifications within 6 months of appointment.
- 5. Willing to furnish information for a comprehensive background check.