

Village of Hobart Public Works

Water Utility Operator Crew Member

JOB DESCRIPTION

The essential function of this position is to operate and maintain the distribution system and Emergency Well to control flow and processing of potable water, in order to meet local, state and federal regulations. The primary focus of this position will be the operations and maintenance of the distribution system, including water main and service lateral maintenance, hydrant, and valve maintenance, pumping station equipment maintenance, as well as records maintenance of field activities. This position will also perform utility locating and tasks related to the overall operations of the Water Utility, as assigned.

Provide general labor and technical skills in support of the delivery of public services, including, but not limited to; sanitary and storm utilities, maintenance of public streets and right-of-way, forestry, parks & recreational facilities, building maintenance, inspection of construction in-progress, heavy equipment operation, and maintenance of vehicles and equipment. The position is required to perform weekly "on-call" duties on a weekly rotational schedule

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs water utility tasks as assigned, including but not limited to, elevated and underground reservoirs, pumps, wells, well houses, meters, transmission mains, service lines, fire hydrant valves, and treatment facilities.
- Using locator and record drawings, accurately locates and marks electrical, fiber optic, water, sanitary, and storm sewer mains and laterals as needed. Verifies accuracy of field data and coordinates as necessary with maintaining Village GIS mapping and data.
- Accurately reads and records water meter readings and coordinates with the Utility Clerk. Performs final meter readings as assigned. Tests and records data for meter maintenance.
- Maintenance and operation of a sanitary sewer collection system (including monitoring systems function via remote computer systems) and a storm water collection system.
- Monitoring and operation of wells, hydrants and valves including data and water sample collection.
- Performs sewer main and manhole repairs; inspects, televises, and analyzes sewer main problems.
- Maintains public streets and right-of-way. Removes snow, performs salting and ice control, clears walks and trails, installs snow fence, brush pick-up, debris removal, minor to major pavement repair, flatwork, street tree management (pruning, removal, planting), repair and clean catch basins.
- Assists in maintenance of parks and other public grounds as assigned. May include mowing and trimming grass, grooming ball diamonds, field maintenance, installs and maintains landscaping and fencing, empties trash and recycling containers, flood ice rinks, stores and maintains seasonal equipment.
- Performs minor building repair, maintenance and remodeling projects, painting, cleaning. Additional minor repair and maintenance duties may be assigned including heating and cooling, electrical and plumbing.
- Install and repair street signs and posts and knowledge of MUTCD guidelines.
- Performs duties as assigned in the maintenance and operation of the Village yard waste site.
- Assist in maintaining and managing department inventory of supplies, materials, tools, signs, etc.
- Follows all state laws, local regulations and work rules pertaining to job safety. Reports any near misses and violations of safety laws, regulations, and rules to their supervisor.
- Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Obtain and Maintain State of Wisconsin DNR Municipal Waterworks Operator Certification, class Distribution and Groundwater, and oversee and perform the tasks necessary for the Municipality to maintain acceptable DNR criteria.
- Possession of a valid Class “A” CDL driver’s license with combination endorsements and updates to meet requirements for renewal or to meet new state mandated requirements to perform the job.
- Confined Space Entry training and certification desired pre-employment or ability to obtain post-employment.
- Excavations Safety/Competent Person Certification desired, pre-employment or ability to maintain post-employment.
- First Aid and CPR training and certifications. (Recertification is required every two (2) years).
- Annual Lockout / Tagout Training.
- Personal Protective Equipment Training.
- Obtain WIS DOT WISLR Certification and perform road rating activities.

PREFERED EDUCATION AND/OR EXPERIENCE

- High school diploma with equivalent experience and education that could likely provide required knowledge, skills, and abilities.
- Two (2) years’ experience in field inspection experience that allows for preparation of as-build drawings.
- Three (3) years’ experience in construction and related fields.
- One (1) year in a related management position.

SKILLS AND ABILITIES

- Demonstrates advanced skill and specialized knowledge of techniques and tools used in construction, maintenance, and repair of Public Works facilities, systems, and infrastructure, including the regular use of specialized equipment.
- Advanced skills needed in the area of electrical and plumbing construction work.
- Ability to listen, understand, retain, follow, apply, and communicate verbal and written instructions or directions.
- Working knowledge of Microsoft Office 365 and applications as well as a variety of software applications and hardware use including utilization of internet and file management.
- Ability to respond professionally and effectively to unforeseen changes in priorities.
- Must be able to function independently and make decisions based on sound judgment affecting areas of responsibility.

RESIDENCY

- Due to the need for emergency response residency within the Village is encouraged or less than a 30-minute normal drive response time.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must pass a criminal records check, an employment physical, and a drug alcohol screening test ongoing per employee Manual.
- Participates in random testing as part of the Village’s testing program.
- Work may be performed inside a building or structure or outside in varying and extreme weather conditions for extended periods of time.
- Physical effort may be required to perform heavy manual labor in conjunction with Public Works staff in cramped spaces and under uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.
- May be exposed to dust, traffic, and excessively loud noise from construction equipment.
- Must be able to maintain an awareness of any risk or physical hazards from mechanical and electrical equipment, exposure to live sewer systems, human debris, drug paraphernalia, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fume, paint, chemicals, and pesticides.

- Implements and coordinates with the Public Works Director all necessary safety devices and/or precautions necessary to maintain a safe working environment.
- Capable of lifting objects and equipment ranging in weight up to 80 pounds.
- Agrees to all requirements/per employee and procedures manual.
- Subject to 24 hours on call assignment under emergency conditions and to availability for rotating on-call assignments.

WORK SCHEDULE

- This position is located at the Village of Hobart Public Works Department. Office hours are currently 6:00 AM to 2:30 PM and some evening and weekend work is required.

COMPENSATION AND BENEFITS

- This is a full-time (40 hours/week) position. The salary range for this position has been established at \$26.00-\$28.00. Eligible for Full Benefits: Health Insurance (including HRA and FSA), Dental/Vision Insurance, Life Insurance, Wisconsin Retirement System, Vacation Time, Sick Time, and Holiday Pay.

EQUAL OPPORTUNITY EMPLOYER

- The Village of Hobart is an Equal Opportunity Employer. The Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Interested applicants should send a cover letter, resume, salary history and three (3) work-related references to Public Works Director Jerry Lancelle at jerry@hobart-wi.org or via mail to 2990 South Pine Tree Road, Hobart, WI, 54155. The Village is accepting applications until filled. The first review of applications will take place on May 6th 2023.