

**TOWN OF LEDGEVIEW
JOB DESCRIPTION
Public Works/Utility Crew Member**

**JOB DESCRIPTION
PUBLIC WORKS/UTILITY CREW MEMBER**

Position Title: Public Works/Utility Crew Member

Date: March 2022

Reports to: Public Works Director

Employment Status: Non-Exempt, Full Time

General Statement of Purpose: Public Works/Utility Crew Members perform a variety of manual and routine tasks associated with public works street maintenance and maintaining the overall operation of Ledgeview's water, sanitary and storm utilities. In service to our community, the role is available for a rotating on-call schedule.

ESSENTIAL JOB FUNCTIONS. The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned that align with the summary of this position.

Utilities: Water, Sanitary and Storm

Water:

- Maintains and documents, into the Town GIS system, the actions taken to the functional operation and readiness of our water system including exercising valves, annual leak detection, hydrant flushing and hydrant repair and replacement/repairs of main line and service valves.
- Maintains water meters throughout Ledgeview by changing out, repairing, testing, and taking quarterly reading of meters.
- Supports the public's confidence by regularly monitoring and sampling water quality throughout the system.

Sanitary:

- Performs annual and as-needed, out of cycle inspections of manholes, performing recognized necessary or as directed maintenance and repairs, utilizing confined space entry equipment.
- Utilizes televising technology to inspect sanitary mains and laterals, coordinating with contractors for cleaning and final documentation of work completed.
- Works from scheduled and unscheduled preventative inspections, maintenance, and repairs of sanitary lift stations, ensuring their readiness for use as needed.

Storm:

- Monitors inlets and manholes for scheduled or as-needed cleaning and repair to maximize their service life.
- Performs annual inspections, identifies maintenance and repairs to storm water ponds and outfalls, so they remain functional.
- Works from scheduled or as-needed dredging and landscaping of storm water drainage easements to reduce the potential of flooding or other water-based damage.

Public Works:

- Provides maintenance and repair assistance on various Town related projects including right-of-way, park buildings and grounds, general building, and minor roadway areas (i.e., shouldering, hot/cold patching, street signage repair/replacement and pavement marking).
- Works from scheduled or as needed sidewalk inspections and repair involving concrete flatwork and grinding.
- Uses powered and hand powered snow removal/salting equipment on Town owned parking lots, park facilities, sidewalks, and trails for their safe use by the public.

Administrative and General

- Handles the final field inspection of work completed by contracted service providers to ensure expected results and quality levels are met.
- Works from scheduled or as needed maintenance and upkeep of town vehicles and equipment by performing oil changes, refueling and other minor maintenance or repairs.
- Perform duties in a safe manner, conforming with state, local and Town regulations.

QUALIFICATIONS

Minimum Education, Experience and Certification Requirements:

- Graduation from a high school or GED equivalent.
- Two years of related experience.
- Must possess a valid State driver's license or shall have the ability to obtain one.
- Must obtain Wisconsin Grade 1 Waterworks Operator Certification with subclass certification for distribution and groundwater within two (2) years of employment
- Must obtain Wisconsin Wastewater Operator Sanitary Sewer Collection Certification "SS" within two (2) years of employment
- Must obtain Competent Person Certification within two (2) years of employment

Required Knowledge, Skills and Abilities:

- Perform and record arithmetic computations accurately and quickly.
- Accurately read and record data from various type of meter dials.

- Communicate effectively verbally and in writing.
- Operate electronic devices and software such as SCADA and GIS systems.
- Work in inclement weather.
- Work with residents.
- Perform heavy manual tasks for extended periods of time.
- Work safely.
- Establish and maintain effective working relationships with employees, other departments, and the public
- Understanding and follow-through on written and oral instructions.
- Familiarity and demonstrated ability to work with and maintain hand tools and power equipment such as pickup w/plow, toolcat, chainsaw, lawn mower, brush chipper and tractor.
- Communication effectively with residents, board members, contractors, and fellow employees.

Desired Skills and Abilities

- CDL certification.
- Operation of heavy equipment such as, but not limited to, dump truck, excavator and front-end loader.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.

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. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration

The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.