

JOB TITLE: PUBLIC WORKS EMPLOYEE/Public Works Dept

DEPARTMENT: WATER/SEWER/STORMWATER/STREET

SUPERVISOR: PUBLIC WORKS DIRECTOR

GENERAL JOB SUMMARY

Operate, maintain, and repair water and wastewater plants, pumping systems and controls. Install and maintain water distribution system including but not limited to repairing leaks, flushing hydrants and exercising valves. Maintain City wastewater and storm water collection systems which includes but is not limited to cleaning sewer lines with high pressure jet machine, repair of manholes and mains, installing main extensions or loops, and sewer lines. Maintain City properties including but not limited to mowing, trimming, raking, reseeding and replanting. Under supervisor and in his absence clean, maintain and repair all City streets and alleys.

SCOPE OF JOB TASKS

Utilize available resources to maintain the highest quality possible and unlimited quantity of water. Maintain the best possible effluent from the wastewater plant in order to comply with applicable state and federal regulations. Keep daily records of both facilities as required. Maintain all buildings and related appurtenances in good repair. Work with the Public Works Director in receiving and maintaining hook-up applications and fees and inspecting all hook-ups to the City's water and wastewater systems. Collect water samples for bacterial analysis and forward to the proper laboratories. Perform testing as required by the City's permits of the water and wastewater and maintain records of the test results. Install, test, repair and maintain records of water meters in customer's use. Assist in reading meters on a monthly basis. Sweep streets, repair potholes, repair and maintain street surface and curbs; seal coat or otherwise resurface streets, assist Engineers or contractors as needed or directed by the Public Works Director. Assist in receiving required permits and fees for street excavations and repairs as needed. Remove snow and ice accumulations and sand streets and intersections in accordance with the City's Snow Removal Policy. Clear snow from sidewalks and driveway at Fire Station and City Hall. Maintain City properties which includes but is not limited to mowing, trimming, raking, reseeding or replanting, and other duties as assigned. **SAFE WORKING PRACTICES SHALL BE OBSERVED AT ALL TIMES.**

JOB SPECIFICATIONS

EDUCATION

Will have to be able to obtain the proper CDL Drivers License for the equipment within 90 days. Will have or be able to obtain within two years water and wastewater licenses as required by the City's operating permits. Must understand and be able to correctly fill out the required monthly and annual reports pertaining to the water and wastewater operations. Travel (City expense) to and participate in meetings as required to maintain knowledge and licenses in compliance with current state and federal regulations pertaining to work. Must be mechanically inclined and able to operate machines and equipment common to the Departments. Must be familiar with the use of various tools and have some general maintenance experience

WORK EXPERIENCE

Must be mechanically inclined and able to operate the equipment and tools common to the water and wastewater systems. Must be familiar with the use of various hand and power tools and have some general maintenance experience. Must be able or capable of learning to operate equipment used in the daily workings of an electrical distribution system.

PHYSICAL DEMANDS

Will be on your feet the majority of the day. Carries light and heavy equipment and materials. Uses shovels, brooms, mops, and other cleaning equipment. Stoops, bends, kneels and climbs depending on the job being performed. Will have to be able to work efficiently at heights up to 65 feet, out of a bucket truck. Lift and handle heavy equipment and objects, pulling and stretching wires, and shoveling and leveling of dirt.

SUPERVISION

Under the direction of the Public Works Director he will oversee operation and maintenance of the water and wastewater plants.

WORKING CONDITIONS

Working indoors and outdoors, frequently in inclement weather and may be on call in case of after hour emergencies. May work in damp, awkward, cramped quarters and confined spaces. Subject to falls, cuts, minor burns, electric burns or shock, mechanical and electrical hazards and strains from lifting, pushing and pulling. Work with Engineers and contractors when necessary. **SAFE WORK PRACTICES SHALL BE OBSERVED AT ALL TIMES.**

RESPONSIBILITIES

Carry out all instructions given by properly authorized persons. In case of emergency or when the need arises all employees will be required to help in all other departments. Vehicles used by employees will be serviced on a regular basis, either by use of the odometer or hour-meter and records will be kept showing the work performed, when and by whom. Maintenance work not able to be performed by employees will have to be authorized by supervisor.

When the weather conditions allow for a full work schedule employee shall get permission from the Public Works Director at least one week in advance before taking comp time or vacation leave. Vacation time will be allowed at the discretion of the supervisor.

HAZARDOUS CHEMICALS

All employees shall obtain and read material safety data sheets when they are supplied with any product before using the product.

COMPLIANCE WITH CITY POLICIES

All employees will work within the guidelines of existing and future polices required by local, state and federal regulations including but not limited to confined space entry, lock out and tag out, and OSHA safety standards and will attend training meetings and seminars as required. Must possess the proper CDL Drivers License for the equipment and will be required to participate in the City's random drug testing programs mandated by the IDOT. Must possess the proper water and wastewater licenses.

RECORD KEEPING

- a) Report to the Department of Natural Resources test results and operational information as required by the City's permit.
- b) Hazardous Chemicals
- c) EPA regulations, confined space entry, lock out and tag out and other OSHA records
- d) Hydrant flushing, well and pump testing, etc