**PUBLIC WORKS PERSONNEL**

**Reports to**: Director of Public Works

**Summary Job Description**: Public works personnel have primary responsibility for the maintenance and repair of all Village-owned property, both real and personal. This is a hands-on position that requires the physical ability to use and operate hand and power tools, motorized equipment, saws, trimmers, skid loaders, snowplows and dump trucks.

**Major Duties & Responsibilities:**

* Maintenance of all aspects of the Village’s sewer distribution system to include cleaning/flushing of lines, manhole maintenance, response to sewer emergency calls, maintenance of sewer distribution maps, maintenance of supply inventory and location of sewer lines as requested.
* Maintenance of all aspects of the Village’s water distribution system to include equipment, buildings, daily water testing, flushing of hydrants, submission of monthly water reports, periodic submission of water samples, installation/replacement and testing of water meters, maintenance of water reservoirs and pump stations, and maintenance of water hydrants and water valves.
* Maintenance of all aspects of the Village’s storm sewer system including retention ponds and catch basins.
* Maintenance of all aspects of the Village’s parks and grounds to include equipment and facilities.
* All other aspects of maintenance in the Village to include reading of water and electric meters, monthly brush pick-up and brush dump maintenance, mosquito control and snow removal.
* Answer and respond to weekend emergency utility calls. (Employees take turns in an on-call rotation- approximately 1 weekend per month)

**Position Requirements:**

* Customer-oriented individual with pleasant personality.
* Current valid WI driver’s license
* Well-developed communication skills.
* Ability to function in and create a team environment.
* Ability to motivate self and others.
* Ability to effectively manage time, delegate work and meet deadlines.

**Position Standards:**

* High school diploma or the equivalent
* Ability to obtain a Wisconsin Grade 1 Water Certification within 1 year of hire.
* Valid Wisconsin commercial driver’s license or ability to obtain within 6 months of hire.
* Certification in CCR and bloodborne/airborne pathogens or ability to obtain within 6 months of hire.

**Continuing Education Requirements:**

* Completion of coursework to maintain Wisconsin Water Certification – every three years