



JOB DESCRIPTION

Department	Department of Public Works
Location	Roger Prange, 8600 Green Bay Road, Pleasant Prairie WI 53158
Job Title	Seasonal Utility Maintenance Worker
Classification	Hourly/Non-exempt
Pay Range	\$17.50/hr. - \$21.88/hr. SL04

Job Summary

The Seasonal Utility Maintenance Worker reports to the Utility Crew Leader and the Superintendent of Public Works. The primary responsibility of this position is to provide complete municipal services such as water, wastewater services, storm water management, and road maintenance to residential, commercial, and industrial customers in the Pleasant Prairie community.

Job Duties

- Knowledge of processes and equipment involved in water and wastewater treatment.
- Able to perform laboratory testing and obtain water and wastewater samples throughout the Village.
- Able to interpret requests of service and reading and maintenance of water and wastewater flow measuring devices.
- Able to interpret construction plans and be able to direct traffic around construction work sites.
- Performance of required tests: for chlorine residuals, monitoring of water pumping levels and sewerage treatment effluent; obtaining and maintenance of operational recorders relating to such items as water operations times and water and sewage flows.
- Able to coordinate and plan work activities such as cleaning, parts replacement, piping replacements and required preventative maintenance and must be able to install and rebuild pumps.
- Assist with maintenance and repair of sanitary sewer collection systems.
- Assist with maintenance and repair of water distribution systems and associated appurtenances.
- Able to repair water and wastewater mains and laterals and work on utility service laterals or water mains below the surface.
- Able to assist in the operation of a high pressure water pump, determining and correcting causes of sewer service interruptions, Effectuate necessary repairs, and safe operation of the sewer cleaning equipment.
- Respond to emergency repairs of water mains, sanitary sewers and pumping equipment.
- Operate and maintain a laboratory including the stocking of all chemical supplies and laboratory equipment.
- Operate a transit and level for setting grades.
- Able to hand excavate safely near gas, electric, phone, and fiber optics utility lines.
- Able to load blacktop, gravel, salt, sand, and crushed rock with a 3-yard wheeled loader and be able to shovel sand, black dirt, gravel, etc.
- Effectively and efficiently assist crews in salting and snow removal operations, storm sewer repairs and other street department activities.
- Lift manhole covers and climb down manholes, direct and operate the power flusher and the vacuum unit in conjunction with the power flusher while in a manhole and flush hydrants.
- Basic knowledge and the ability to assist in the repair and maintenance of electrical, mechanical and small motor equipment.
- Able to use machines and/or assist operators in their digging efforts.
- Able to operate utility equipment such as combination backhoe vactor, trucks and trailers, skid steer loader and wheel loader.
- Operate and maintain snowplow, salting and deicing equipment and tools being used daily.
- Use small hand tools while standing in water or wastewater at various depths in the ground.
- Able to lift and operate machinery. (Generator, road saw, chain saw, auger, etc.)
- Operate hand and power tools and able to set up and operate the Village GPS system.
- Able to perform minor maintenance on vehicles.
- Able to document activities and keep accurate work records and follow sequential orders in executing assigned jobs.
- Operate as a member of a team and independently at incidents of uncertain duration.
- Able to learn the skills and duties of the job at minimally acceptable levels within reasonable training time frames.
- Perform routine tasks with consistency of effort and follow policies and procedures.
- Communicate with co-workers and the public and establish and maintain effective working relationships with others; good verbal and nonverbal communication skills.

- Knowledge of the occupational hazards involved, and the safety precautions necessary, in maintenance and repair work.
- Able to make effective decisions under stressful conditions.
- Other duties as assigned.

Physical Requirements

- Essential job functions of this position require a significant amount of standing, walking, sitting, pushing, pulling, climbing, stooping, crouching, balancing, crawling, kneeling, reaching, lifting and carrying a range of weight up to 100 pounds.
- Able to work effectively for extended periods of time - beyond 8 hours, at night, requiring sustained physical activity and concentration in noxious odors and smells, in confined spaces, in close proximity to loud and moving equipment, spend extensive time outside exposed to the elements and work in wet, icy, or muddy areas, out in the snow or rain and to perform a variety of tasks on slippery, hazardous surfaces, such as on ladders.
- Able to recognize possible exposure to carcinogenic dusts such as asbestos, toxic substances such as carbon monoxide, gasses such as methane and hydrogen sulfate, or organic solvents either through inhalation or skin contact, and take protective measures as required.
- Able to work in areas where sustaining thermal injuries is possible.
- Able to climb to the top of a water tower.
- Recognize possible exposure to infectious agents such as hepatitis B or HIV, and take protective measures as required.
- Wear steel toe boots, a reflective vest, a self-contained breathing apparatus, etc., while performing various related tasks.
- Rely on senses of sight, hearing, smell, and touch to maintain personal safety and make decisions.
- Able to meet vision standards; color vision that is adequate to identify red, yellow, and green colors.

Requirements - educational, certifications and experience

- High school diploma or equivalent.
- Valid driver’s license and an acceptable driving record.
- Possession of a Commercial Driver’s License. Class BCD and airbrakes.
- Must be capable to pass certification for First Aid/CPR training.
- Must be capable of successfully attending training sessions.
- Knowledge of federal, state, and local transportation policies and procedures.
- Schedule to be determined by Supervisor. Hours generally worked between Monday through Thursday 6:00 a.m. to 4:30 p.m. with some weekend and evening work required.
- Must be available 24 hours a day on an as needed basis to respond to any public works emergency, plow snow, salt, and sand roads; may have to work Saturdays, Sundays, and holidays.
- This position is scheduled for approximately six months of employment.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.