

JOB DESCRIPTION FOR UTILITY/ MAINTENANCE/PARKS WORKER

DEFINITION

Under the direct supervision of the Town Utility/Public Works Manager and the Town Utility Manager, the position of Utility/Maintenance/Parks Worker is responsible for the general utility maintenance and park duties and upkeep of Town-owned property.

As directed by supervisors, be responsible for the maintenance, repair and condition of town roads and associated right of ways; to perform manual labor; to operate light and medium size motorized equipment; to maintain and repair all equipment; to perform janitorial and maintenance services for all Town buildings; and to perform other duties as required. Perform inspections and test of water/sewer system to include taking weekend on-call rotations for water/sewer utility needs.

To be responsible for assisting the Town Utility Manager and Town Maintenance Foreman with utility duties and maintenance duties listed below. Must be able to take/follow directions and communicate effectively the results of the task.

EXAMPLES OF DUTIES

Maintenance Duties:

Patrol town roads to patch holes; seal surfaces with asphalt, concrete and gravel; maintain shoulders; cut brush; clear trash; trim or remove trees; mow grass; plow snow; apply salt; check and replace broken or missing signs; sweep intersections and perform similar related tasks involved in road maintenance; operate equipment required, including trucks, tractor-mowers, graders, loaders, salters, and similar equipment of comparable size and complexity; also operate stump cutters, chain saws, jackhammer, weed sprayers, fork lifts, hand mowers, and various hand tools; may install, repair or replace snow fences; perform manual maintenance tasks; service equipment with gas, oil, water and lubricants including tire changing; perform minor repairs to tools or equipment; remove dead animals from roads and right of way; perform or assist with manual work in maintenance of roads, highways, bridges, culverts, drains, ditches and sewer and water facilities. Maintain Town parks including mowing, maintenance and line striping.

Utility Duties:

Water:

- Flush hydrants
- Exercise valves
- Read meters
- Program and install readers
- General maintenance of wells, tower, systems
- Grounds upkeep
- Ability to obtain a Water Utility Operator License

Sewer:

- Lift station maintenance
- Grounds upkeep
- General maintenance of lift stations and system (manhole raising, etc.)

EMPLOYMENT STANDARDS

Education and Experience: Must be able to read and write and have one year of experience in highway maintenance and construction work which includes operating intermediate size motorized equipment. An equivalent of training and experience may be considered.

Knowledge and Abilities: Knowledge of methods, materials and equipment used in the maintenance and repair of asphalt, concrete and gravel roads and highways; knowledge of traffic laws and regulations as they apply to motorized construction and maintenance equipment; ability to service and make minor repairs and adjustments to equipment; ability to meet and get along with the general public; knowledge of metal fabrication, arc welding and oxy/acetylene use; ability to repeatedly lift 50 lbs.

Special Requirements: Possession of (or eligibility for) a valid Wisconsin Class A CDL. Must be available nights and weekends during snow and other emergencies. Provide a copy of your Wisconsin driving record. Pre-employment drug screening is required. Must have ability to obtain a Water Utility Operator License. May be required to be available for special events and adverse weather conditions as needed. Must be flexible.

Required Qualifications: Demonstrated ability to handle multiple tasks in a labor intensive setting.