

## **JOB DESCRIPTION**

### **VILLAGE OF FRANCIS CREEK SEWER OPERATOR AND VILLAGE MAINTENANCE WORKER**

**JOB TITLE:** Sewer Operator and Village Maintenance Worker

**SUPERVISOR:** Village Board of Trustees

**ESSENTIAL RESPONSIBILITIES:** This position is responsible for the maintenance and operations of the Village's parks, trails, streets and wastewater system. Work is performed year-round with some weekend and holiday hours required. The position performs under the supervision of the Village Board.

**POSITION ROLE:** The position is responsible for the day-to-day operations of the Village's Wastewater and Park System. It is the goal of the Village Board, Clerk/Treasurer and Parks and Wastewater Maintenance position to work as a team, to provide consistent services to Village residents.

**ESSENTIAL DUTIES AND RESPONSIBILITIES – PARK MAINTENANCE:** The following are the expectations of the regarding the park maintenance component of the position:

1. Responsible for maintenance of parks and other public grounds as assigned. May include mowing and trimming grass, grooming ball diamonds, measuring and lining athletic fields, field maintenance, installs and maintains landscaping and fencing, empties trash and recycling containers, stores and maintains seasonal equipment.
2. Cleans and maintains recreation facilities, restrooms and pavilions.
3. Prepares facilities and grounds for pavilions rentals and special events.
4. Picks up trash and empties trash receptacles in the parks and on public lands.
5. Installs, maintains and inspects playground equipment, benches, grills and athletic equipment.
6. Performs minor carpentry, plumbing, electrical, painting and concrete work.
7. Performs routine maintenance, cleaning and minor repairs to equipment.
8. Plants trees, shrubs, flowers and seed mixes.
9. Performs tree and plant care techniques including pruning, staking, removal, mulching and watering.
10. Oversees and provides direction to seasonal employees.
11. Assist in preparation and set-up for community and park/recreation events.
12. Repairs and performs preventative maintenance and routine repair on buildings, facilities, playground equipment, tractors, mowers, and other equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES – WASTEWATER MAINTENANCE:** The following are the expectations of the regarding the sewer maintenance component of the position:

1. Responsible for daily operations of wastewater system including recording of flow meters at lift stations and other general maintenance items of sewer facilities.
2. Responsible for annual flowmeter calibration, and flushing of sanitary wastewater lines.
3. Take and prepare monthly wastewater influent samples and effluent samples when discharging to seepage cells according to Villages WDNR permit.
4. Collect effluent water samples monthly when discharging into seepage cells.
5. Responsible for quarterly water samples from monitoring wells according to DNR Permit.
6. Responsible for maintenance and repair of clear water catch basins and outlets, manholes, sewer pumps and lift station repairs including electrical components and all physical grounds associated with sewer system operation.
7. Maintain grass and work up seepage beds and maintain pond systems as needed.
8. Work with consultant to ensure all aspects of process control operations of the plant in order to comply with the effluent limitations as permitted by the WDNR under the Wisconsin Pollutant Discharge Elimination System (WPDES).
9. Maintain open communications with the Lead WWTP Operator (Consultant) and Village Board regarding the treatment process and pump stations operation and malfunctions, as well as make recommendations for repairs and improvements to these systems.
10. Must be willing to obtain necessary courses to obtain Wastewater Operator Certification.

**ESSENTIAL DUTIES AND RESPONSIBILITIES – STREET MAINTENANCE:** The following are the expectations of the regarding the street maintenance component of the position:

1. Coordinate the repair and maintenance of village streets and right-of-way maintenance.
2. Removes minor snow removal, performs salting and ice control at Village Office, debris removal, and street tree management (pruning, removal, planting).
3. Responsible for coordinating street sweeping, leave pick up and cleaning storm sewer inlets and outlets as needed.
4. Responsible for minor street maintenance such as patching potholes and maintenance and replacement of village street signs.
5. Performs vehicle and equipment maintenance and upkeep including, but not limited to, record keeping, refueling, washing, and minor maintenance or repairs.
6. Assist in maintaining and managing village inventory of supplies, materials, tools, signs, etc.

**QUALIFICATIONS:**

1. Ability to be a resource and advisor for trustees regarding parks, wastewater and street maintenance.

2. Communicate effectively and respectfully with other employees, supervisors and the public.
3. Ability to work as an effective team member to assure the optimal performance for Village employees.
4. Ability to complete assignments in a timely manner with others or alone.
5. Work with limited supervision.

**EDUCATION/TRAINING/EXPERIENCE REQUIRED:**

1. High School Diploma or GED.
2. Some formal education or training in the field is required.
3. Three or more years of related job experience.
4. Valid Wisconsin Driver's License.
5. Parks and recreation facility construction, maintenance, repair and operations experience.

**ESSENTIAL PHYSICAL DEMANDS OF THE JOB:** This position is performed in both indoor and outdoor settings, possibly in adverse weather conditions.

1. Requires the ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, noise, wetness, machinery, electrical currents, traffic hazards and/or dust may cause discomfort and where there may be a risk of injury.
2. Requires the ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, lying, lifting heavy amounts, carrying, pushing and pulling.
3. Requires the ability to sit, stand and walk and do repetitious tasks for an extended period of time.
4. Requires the ability to frequently lift loads of up to fifty pounds.
5. Requires the ability to climb, descend and work from a ladder.
6. Requires the ability to operate/use hand tools, power tools, motorized vehicles and equipment.

**TERM:** This is a part-time position, with monthly village board meeting attendance required. This is an appointed, at will position.