

## **Village of Cottage Grove**

### **Public Works Technician/Utility Operator**

#### GENERAL STATEMENT OF DUTIES

This position will perform duties and have responsibilities in repair, maintenance and construction relating to various public works activities including streets and highways, stormwater, sewer and water utilities. Work is performed under the direction and supervision of the Public Works Foreman and Director of Public Works. The employee in this class must be able to perform a variety of semi-skilled and skilled duties in the operation of the Public Works Department, Sewer and Water Utilities. The employee in this class must be able to operate vehicles, tools and equipment used in the maintenance and repair of Village grounds and facilities, water and sewer systems, streets and other construction-related activities. The employee in this class must be able to perform duties and tasks with minimum supervision, exercise independent discretion and good judgment, and communicate well with the public.

#### DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

- Safely and effectively operate vehicles, tools and equipment used in the maintenance and repair of Village grounds and facilities, water, sewer, and street-related activities, and construction-related activities.
- Repairs and patching of streets, saw cutting blacktop, removal of sidewalk, curb and blacktop. Other duties include adjusting manholes and valve boxes to grade.
- Employee must be able to sweep, sand, salt, plow, haul and dispose of snow in appropriate manner from streets, highways, public parking lots, Village-owned sidewalks and walkways.
- Install and remove plows, wings, and salters on vehicles.
- Clean and repair sanitary sewers and storm sewers.
- Ability to use brush chipper to cut and chip brush and dispose in a proper manner. Pick up and dispose of yard waste in appropriate manner. Ability to prune and trim trees and bushes.
- Perform required water testing; maintain chemical feed systems, maintenance and operation of valves, pumps, fire hydrants and curb stops. Install, rebuild, test and read water meters, repair main leaks, take pump readings and provide record keeping. Perform duties necessary to flush mains.
- Maintain lift station facilities, clean wet wells and sewer mains, maintain and install storm sewer pipes and catch basins, rebuild manholes, handling of chemicals for wet wells, and other maintenance as required for sanitary sewer and storm sewer.
- Assist in repairs and maintenance to Village owned buildings.
- Install traffic signs, street signs and posts.
- Inspect vehicles and equipment for safe job operation, check fluid levels before operating and make minor repairs.
- Paint and stripe streets, cross walks and Village parking lots.
- Cut weeds; mow parks, greenways and waterways.

#### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of methods, materials and techniques used in street maintenance, repair and construction.
- Knowledge of public water supply and distribution systems; maintenance, compliance and repair.

- Knowledge of public sanitary sewage collections systems; maintenance, compliance and repair.
- Knowledge of and the ability to use computers, tablets and other devices to perform job functions.
- Good oral and written communication skills.
- Ability to effectively communicate with the public and contractors in the field.
- Ability to safely operate all manners of required light and heavy machinery in the exercise of duties; dump/plow trucks, skid steer, sewer jetter, vac truck, brush chipper, street sweeper, jack-hammer, small hand tools and others as required.
- Ability to work in adverse conditions and in emergency situations.
- Ability to work more than 40 hours per week.

## QUALIFICATIONS

1. Minimum of graduation from high school or equivalent.
2. Municipal Waterworks Operator Certification in Groundwater and Distribution or ability to attain within 12 months of employment.
3. Wisconsin Commercial Driver's License (CDL) Class B or ability to attain within 6 months of employment.
4. 2 or more years of experience in public works or equivalent public sector experience desired; construction/heavy machinery operation experience also a plus.

## PHYSICAL REQUIREMENTS

This position requires the ability to engage in strenuous physical activity for several hours at a time. Employees in this position must be able to work outside in cold, hot or inclement weather. Must be able to move about freely at facilities and field work sites; bend or stoop, squat for a period of time, twist, push or pull, reach above shoulder level, and climb ladders. Must be able to finger, handle and feel objects, and visually inspect work for flaws at close range and long range. Must be able to lift/move fifty (50) pounds regularly and up to over one hundred (100) pounds occasionally.

## WORK ENVIRONMENT

The employee in this class will be required to work in a variety of environments, both inside and outdoors, including office, shop, lift stations, well pumping houses, inside the road right-of-way, construction and field job sites. Noise level varies depending on equipment and location.

## HOURS OF WORK

Regularly scheduled hours are from 6:30 a.m. to 2:30 p. m. During summer months; 6:30 a.m. – 3:30 p. m. Monday through Thursday and 6:30 a. m. – 10:30 a. m. on Fridays. Additional hours may be required with little or no notice. Different shifts may also be required as well as call-out and stand-by. Where applicable, overtime pay shall follow the policy of the Village of Cottage Grove.