

# **BARTON VILLAGE, INC.**

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## **JOB DESCRIPTION**

### **DPW Utility Worker**

**Position Classification: FLSA Non-Exempt. Full-time**

**Supervisor: DPW Foreman/Chief Wastewater Operator/Water System Chief Operator**

**Pay Grade 3**

#### **Job Summary**

The DPW Utility Worker is primarily responsible to support the operation and maintenance of public works utilities including water treatment and distribution, wastewater collection and treatment, highway and drainage systems, sidewalks and maintaining all associated equipment.

#### **Supervision Received**

The DPW Utility Worker is supervised by the DPW Foreman or Chief Operators depending on the tasks required.

#### **Supervision Exercised**

This position does not supervise any other Barton Village employee.

#### **Examples of Duties**

The following is a list of the more common duties attributable to the position of DPW Utility Worker. This list is not intended to be all inclusive and may be amended from time to time as circumstances may dictate. The DPW Utility worker will also be responsible for performing other duties as may, from time to time, be assigned.

##### **1. Treatment Facility Operation**

- a. Support the chief operators licensed to operate the Barton Village Water and Wastewater Treatment Facilities.
- b. Including; daily testing, reports, maintenance of chemical feed equipment, pumps, air blowers, filters and emergency backup systems.
- c. Support operators with on call duties for nights and weekends for system troubles and daily testing.
- d. Enter training programs to achieve water treatment and wastewater treatment

licensing.

2. Water Distribution System Maintenance

a. Water system repairs and maintenance, water system flushing, customer water connects and disconnects, including season turn on/turn offs and install, rebuild and test water meters.

3. Wastewater Collection System Maintenance

a. Wastewater collection system repairs and maintenance including manhole maintenance, flushing and clog maintenance.

4. Road and System Maintenance

a. Hot and cold patch road repair, ditch upkeep, snow plowing and removal, general bridge maintenance, storm water collection system maintenance, road right of way clearance (chainsaw operation), support DPW foreman with on-call duties.

5. Equipment Operation

b. Operate equipment as necessary to perform job duties.

6. Customer Relations

a. Maintain a positive image with the public.

7. Available during emergency situations.

8. Other Duties as Assigned

a. Perform other duties as assigned

**Knowledge, Skills & Abilities Required**

The DWP Utility Operator shall possess:

1. General knowledge of municipal and utility operations.
2. Knowledge of water and sewer distribution and collection systems and ability to maintain and repair them
3. Ability to use sound judgment in decision making
4. Organizational and basic math skills
5. Ability to effectively and efficiently schedule and organize work
6. Demonstrated ability to interact well with others, including co-workers and customers
7. Ability to communicate effectively with customers, staff and co-workers in person, by phone, and in writing.
8. Ability to complete work accurately
9. Ability to arrive to work on time

### **Minimum Qualifications Required/Preferred**

1. Successful candidates for the position shall have a minimum of a high school diploma or equivalency.
2. Candidate must have a valid driver's license.
3. Candidate must have CPR certification (or acquire in the first 3 months).
4. Candidate must successfully pass a criminal background check.
5. Candidate must enter water treatment and wastewater treatment license training program upon employment and successfully pass the training programs within 3 years.

### **Physical Demands/ Working Conditions**

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Performs bending, squatting, climbing, twisting, kneeling, and reaching to both ground level and overhead; lifts and carries up to 75 pounds and/or pushes and pulls up to 75 pounds; holds and grips objects; subject to working in awkward positions and periods of prolonged kneeling, sitting, and standing.

*The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily outdoors with exposure to dust and pollen; subject to a variety of extreme weather conditions; susceptible to mechanical and electrical hazards associated with equipment and wiring; may be exposed to hazardous chemicals and other safety hazards due to working in and around traffic; subject to constant and extreme noise, poor lighting and ventilation, fumes, and odors. Must be able to work in confined spaces.

### **Miscellaneous Requirements**

Must pass pre-employment drug testing and submit to periodic drug testing as required by applicable laws. May be required to work weekends or a variety of shifts. Subject to emergency call-in.

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