



Village of Whitefish Bay Public Works Department

155 W. Fairmount Ave • Whitefish Bay, Wisconsin 53217 • (414) 962-6690 • Fax (414) 967-1391

John Edlebeck, P.E., Director of Public Works

Service Worker/Water Technician Assistant

The Village of Whitefish Bay, Wisconsin, Department of Public Works seeks a full-time **Service Worker/Water Technician Assistant**. This position performs maintenance, repair and construction tasks for the Department of Public Works as well as Water System maintenance, repair and replacement tasks along with other general DPW duties.

Candidates must have Wisconsin Motor Vehicle Commercial Driver's license or ability to obtain one. Candidate must also be able to obtain and maintain a Grade 1-D waterworks license within the first 18 months of employment. Work hours are 7:00 am – 3:30 pm Monday through Friday, with the possibility of off-hour overtime. Hourly rate starts at \$22.64 with a 6 year pay increase plan. Interested applicants click [HERE](#) for complete job description. Click [HERE](#) for an online application.

Applicants must submit original signed cover letter and village application form on or before 4:30pm on Wednesday, June 28, 2017.

Applications can be mailed to or dropped off at:

Village of Whitefish Bay
ATTN: Kevin Kaegi
5300 N Marlborough Drive
Whitefish Bay, WI 53217

Equal Opportunity Employer

POSITION TITLE: Service Worker / Water Technician Assistant
DEPARTMENT: Department of Public Works
APPOINTING AUTHORITY: Public Works Director/Village Engineer
SUPERVISOR: Public Works Superintendent

SUMMARY

Service Worker / Water Technician Assistant is an intermediate skilled position. Performs maintenance, repair, and construction tasks within the Department of Public Works. Also this position is responsible for performing maintenance, repair, and replacement of water valves, hydrants, meters, sprinkler systems, building plumbing, and other related activities. They are responsible for accurate record keeping as required by the Wisconsin Public Service Commission and as directed by supervisor. This position will demonstrate a thorough knowledge of Village Public Works operations and experience in the performance of public works tasks. The position shall be capable of working in emergencies or long work assignments as the need arises.

SUPERVISION EXERCISED

None

SUPERVISION RECEIVED

Works under the supervision of the Public Works Superintendent, Public Works Foreman or Director of Public Works

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Brush chipping, leaf collection, and special collection of yard waste.
- Ice/snow control, salting, and snow plowing.
- Lawn care maintenance including tree pruning, grass cutting, and shrub and flowerbed maintenance.
- Sewer and water maintenance/repair by performing service shut off, excavation, water main work, and pipe cleaning.
- Repair/replacement of water pipes, sewer pipes, and hydrants.
- Street and sidewalk maintenance by excavating, filling, moving debris, and using hot/cold asphalt.
- Replacement of street light bulbs, poles (excluding wiring) and traffic signalization bulbs.
- Perform masonry work; concrete mixing and form placement; finishes concrete.
- Underground wire location for splicing and other electrical work for street lights, signs, traffic meters, and bulb and screen replacement.
- Installation and construction of equipment and materials for civic events.
- Repair, replacement, and installation of parking meters, lighting, traffic controls, and street signs.
- Repair and set-up of voting facilities and equipment.
- Performs required labor involved in construction and maintenance projects involving excavation, hauling, and pavement repair.
- Perform new construction and carpentry, basic plumbing, and electrical work.
- Operation and record keeping of periodic street sweeping.
- Assist Water Utility Technician as directed.

- Installation of water and sewer main fittings/fixtures in underground situations.
- Repair and replacement of water meters.
- Maintain stock inventory of water distribution components.
- Maintain annual record of meter and service components inventory.
- Maintain annual record of meter service repairs and replacements.
- Ensure adequate water supply to residents via temporary connections during service disruptions and conduct trouble shooting for citizens for all water related problems.
- Perform annual hydrant maintenance and draining as required.
- Maintain, repair, and set up for operation sprinkler systems and drinking fountains.
- Assists in the exercising, testing, replacement, and repair of gate valves, valve boxes, and curb stop valves.
- Monitor and operate potable water system.
- Performs required labor involved in construction and maintenance projects involving excavating, moving debris, filling, and using hot/cold asphalt.
- Inspects playgrounds for safety hazards.
- Performs general maintenance on plumbing in public village buildings.
- Utilizes and updates Geographical Information System attributes.

PERIPHERAL DUTIES

- Collection of solid waste.
- Ability to use maps, electronic locating devices, and electronic records to locate and mark underground Village facilities during normal or emergency situations.
- Utilize Geographic Information System to document and record DPW activities.
- General public works duties as assigned by Superintendent on an as needed basis.

DESIRED MINIMUM QUALIFICATIONS

- Graduation from high school or GED equivalent, or any equivalent combination of education and experience.
- Ability to understand and communicate effectively orally and in writing.
- Ability to work well with others.
- Training and/or previous experience in operation of trucks, snowplows, and other municipal equipment (backhoe, skid steers, bucket trucks).
- Training and/or previous experience assisting in maintenance repair and construction tasks such as landscaping and concrete masonry.
- Technical training and/or experience in basic plumbing and electrical systems.

PREFERRED QUALIFICATIONS

- Training and/or previous experience setting up a safe work environment in traffic, valve shut off, repair and maintenance of valves, hydrants, and pipes, and testing for safe underground entry.

SPECIAL REQUIREMENTS

Maintain a valid Wisconsin Motor Vehicle Commercial Drivers License with General Knowledge and Air Brake Endorsements, or ability to obtain licenses before employment in addition to a

regular Wisconsin Motor Vehicle License. Ability to obtain and maintain a Grade 1-D (Distribution) waterworks license within 18 months of assignment.

TOOLS AND EQUIPMENT USED

Personal computer, GPS, electric, gasoline, and non-power hand tools and machines including, but not limited to: packers, chippers, salter, leaf suckers, compressors, pumps, gas meter, air compressor, sewer jetter/vacuum, power and manual saws, power sanders, drills, threaders, benders, pavement breakers, weed and grass trimmers, hedge trimmers, edgers, sod cutters, rototillers, jacks, hammers, mauls, and picks. Operation of powered lawn mower, compaction equipment, valve box vac, dump truck, snow plow, street sweeper, tractor/trailer, loader, backhoe, lift truck, and CCTV truck and equipment, pick-up truck, and skid steer.

PHYSICAL REQUIREMENTS

The physical requirements listed in this section include, but are not necessarily limited to the motor/physical abilities and skills required of this position in order to successfully undertake the essential duties and responsibilities of the position.

While performing the essential duties and responsibilities of the position, the employee must periodically, climb stairs and ladders, balance oneself, work with arms above the shoulder and work with arms extended at shoulder level. Periodical actions or movements are those that the employee needs to perform several hours weekly, monthly, and/or seasonally. The employee must repeatedly sit, stand, crawl, stoop, kneel, brace oneself, twist oneself, reach below waist level, use fine hand manipulation, use gross hand manipulation, use simple grasping, power grip, hand twisting, smell/sniff, speak, pay attention to detail, and listen. Repeated actions or movements are those that the employee needs to perform several hours daily. Specific vision abilities include close vision, distance vision, color vision, depth perception, and the ability to focus. In addition, the employee must repeatedly move, lift, push, pull, and carry 60 lbs. or more.

WORK ENVIRONMENT

The work environment listed in this section includes, but is not necessarily limited to, those environmental conditions to which the employee may be exposed while undertaking the essential duties and responsibilities of the position. Reasonable accommodations may be made in accordance with the Americans with Disabilities Act (ADA) so that the employee with disabilities may successfully manage said working conditions.

While performing the essential job duties of the position the employee may be exposed to fumes or odors, dusty conditions, noisy conditions, and sit or stand on vibrating, rocking, or shaking machinery. Periodically, several hours weekly, monthly, and/or seasonally, the employee may be exposed to wet or humid conditions, smoke, hazardous materials, and confined spaces with limited mobility. The employee may periodically be exposed to paints, solvents, diesel and gas fumes, fertilizers, herbicides, pesticides, adhesives, and cleaners.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Nothing in this job description reflects management’s right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

Department Head Date

Village Manager Date

May 2, 2017