

Town of Trafalgar

Part-Time Utility Crew

Member Job Description

Job Title: Part-Time Utility Crew Member Job Description

Department: Water/Wastewater/Streets

General Description:

Performs a variety of semi-skilled technical and maintenance work in the operation, maintenance, and repair of the Town's Wastewater Treatment Plant, Sanitary Sewer Collection System, Water Distribution System, Storm Water, and Streets.

Supervision Received:

Works under the general supervision of the Utility Superintendent.

Essential Duties and Responsibilities: include, but are not limited to the following. Other duties and responsibilities may be designated from time to time.

- Wastewater Treatment Plant operations consisting of daily sampling, monitoring, and performing laboratory analysis in accordance to the NPDES Permit. Maintenance on the equipment, vehicles, lift stations, sanitary sewer collection system, and grounds.
- Water Distribution System operations consisting of daily sampling, testing, monitoring, installation, and repairs of the infrastructure, such as repairing water lines, installing water service lines and meters, etc.
- Street Department consists of all types of street-related repairs and maintenance, such as patching, sign installation and maintenance, mowing, snow removal, street sweeping, vehicle and equipment maintenance, tree trimming, spraying weeds, etc.
- Must be willing to work nights and be on a call rotation, including weekends and holidays, and emergency calls as needed.

Equipment Knowledge:

- Must have the ability to learn and use a variety of hand tools such as a chainsaw, weed eater, mower, welder, basic shop tools, gas-powered pumps, shovel, rake, broom, etc.
- Must have the ability to learn and use a variety of power equipment, such as a skid steer loader, mini excavator, tractor, dump truck, snow removal equipment, etc.

Critical Skills:

- Must have knowledge of Dept. Policies, procedures, standards, rules, and regulations.
- Must have a thorough knowledge of equipment, facilities, materials, methods, and procedures used in the water distribution and wastewater collection and treatment system.
- Must have the ability to communicate effectively with the public.
- Must be able to multitask, work at a moderate pace, ability to learn quickly and efficiently.

Educational Requirements:

- Must have a High School Diploma or GED equivalent
- Must have a valid driver's license.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Physical Requirements:

- Physical requirements are identified as heavy work, lifting, kneeling, crawling, and must be strenuous at times
- Must be able to lift up to 50 pounds.

Work Environment:

- The conditions will require the employee to work outside in all types of weather conditions.
- May be exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour.
- May be exposed to noise, hazards, oil, and atmospheric conditions in which one or more of the following can affect the respiratory system or skin: fumes, odors, dust, mist, gases, and or poor ventilation.

Safety Equipment:

- May be required to use: hard hat, rubber gloves, earplugs, safety gasses, gloves, harness, ropes, air monitor, and confined space entry equipment.

