



City of Park Falls
Position Description for

PUBLIC WORKS GENERAL LABORER/ASSISTANT WASTEWATER OPERATOR

GENERAL NATURE OF POSITION

Under the direction of the Public Works Director and Wastewater Operator In Charge, responsible for general labor in maintaining streets, parks, drainage systems, public buildings, equipment, as well as assisting in wastewater treatment operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Perform proper maintenance of streets, shoulders, and drainage systems.
- Perform proper maintenance of the parks and open spaces, including lawns, refuse and recycling containers, trees, structures, playground equipment, sports fields, restrooms, and other decorative open spaces.
- Perform basic maintenance of all vehicles and equipment.

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- Perform proper maintenance of all City buildings and facilities, including equipment, signs, and pest control.
- Maintain all City owned streetlight, sidewalks, traffic control, debris control, and signage systems.
- Perform snow and ice control operations for public buildings and public streets as required.
- Perform locates for water and sewer lines.
- Operate computer software to monitor pumps and systems of the wastewater collection system.
- Operate, monitor, and maintain wastewater collection systems to ensure appropriate treatment before wastewater is discharged back into the environment.
- Collect treatment samples for testing.
- Perform necessary maintenance on the city pool.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Possession of a valid Class "B" CDL driver's license with appropriate endorsements and updates to meet requirements for renewal or to meet new state mandated requirement to perform the job. In addition, no "E" restriction can be on the CDL.

Within one year of appointment, obtain Wis DNR licensing for Biological Treatment: Ponds and Lagoons and Natural Systems; Disinfection, Nutrient Removal: Total Phosphorus, Sanitary Sewage Collection System. Also within one year, obtain a Wis DATCP certificate for Certified Pool Operator.

EDUCATION AND/OR EXPERIENCE

High School Diploma, GED, or equivalent required.

At least 3 years of experience working in the construction, maintenance, electrical or plumbing field.

Knowledge of DNR and EPA regulations of wastewater treatment operations preferred, in addition to working knowledge of pumps, valves, lift stations, and control systems.

RESIDENCY

Residency within the City is encouraged.

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ESSENTIAL KNOWLEDGE AND PERFORMANCE ABILITIES

- Ability to read, understand and interpret documents such as construction plans, safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to communicate effectively with the public when necessary.
- Ability to calculate figures and amounts such as proportions, percentages, quantities, area, circumference, and volume.
- The ability to apply concepts of basic algebra and geometry is needed.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Ability to make minor repairs to vehicles and equipment.
- Ability to operate large equipment, utility trucks, landscaping equipment, and hand tools, to provide city wide daily maintenance.
- Ability to work with networked personal computer equipment to process, retrieve, access, or input information using Windows, word processing and spreadsheet software or other standardized software as well as wastewater water utility programs.
- Ability to utilize hand tools in order to make minor repairs to facilities.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality customer service.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL DEMANDS: The Physical Demands described here 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. While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle or feel objects; tools or controls; reach with hands and arms, climb or balance, stoop, kneel crouch or crawl; and talk or hear. The employee is occasionally required to sit.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Must pass a criminal records check, an employment physical, and a drug and alcohol screening test per employee manual. Must participate in random drug testing per CDL requirements.

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WORK ENVIRONMENT: The work environment characteristics described here 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.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to wet and/or humid, cold and freezing conditions, including conditions of rain and snow. The employee is occasionally exposed to fumes or airborne particles and vibration, and the noise level in the work environment is often loud.

WORK SCHEDULE

Monday through Thursday 6:00 a.m. to 3:00 p.m.
Friday 6:00 a.m. to 10:00 a.m.
On call for emergencies

The City of Park Falls is an Equal Opportunity Employer

I have read and acknowledge receipt of the above job description:

Name (Print) _____

Signature _____

Date _____

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