**Village of Auburndale Part-time Employee**

JOB DESCRIPTION

VILLAGE OPERATOR

FOR

VILLAGE OF AUBURNDALE

A Village Operator for the Village of Auburndale is primarily responsible for the maintenance and repair of Village roads and the maintenance and repair of the wastewater operations for the Village. The Employee would perform manual tasks in the maintenance, construction and repair of Village roads, streets, and right-of-ways. The Employee may operate a truck, plow, heavy equipment, hand tools, motorized equipment, mowers, tractors, and various other equipment.

Assignments of work will be supervised by the Village President and/or Village Treasurer who will delegate duties and inspect the progress of work completed in conformance with established standards and specifications as well as safety and economy of operations. The Employee is expected to exercise judgment in work methods and planning detail for the performance of work.

**Essential duties and responsibilities include the following:**

**Wastewater**

1. Meter Reading (daily)

2. System Maintenance (daily, weekly, monthly, annually)

3. System Reports to DNR (daily, monthly, annual)

4. Sampling (as required by DNR)

5. Maintain Operator Certification (18 CEU per term)

6. Repair and Rebuild Pumps at Lift Stations (as needed)

7. Mark out Sewers and Laterals for Diggers Hotline

8. Complete New construction hook ups

**Streets**

1. Maintain streets and shoulders fill potholes, etc. (as needed)

2. Assist with street projects (as needed)

3. Snow and ice removal (as needed)

4. Sign maintenance and installation (as needed)

5. Cut roadside ditches (as needed)

**Equipment**

1. Maintain equipment in safe and good operating condition (daily, weekly, monthly, annually)

2. Clean, inspect and service all equipment (as needed)

3. Repair equipment if possible or have equipment repaired when required

**Mowing**

1. Mow Park

2. Mow highway ROW / railroad ROW

3. Mow by tank (Kennedy Park)

4. Mow Village Hall areas

5. Mow ponds

6. Mow Conner Street Lift Station 3 and Overhead ROW

7. Mow cemetery

8. Mow fire station (all as needed)

**Buildings and grounds**

1. Maintain all buildings and grounds in good condition (daily)

2. Keep Park grounds and bathrooms clean (daily in season)

3. Keep Village Hall buildings and bathrooms clean (daily)

4. Winterize Park seasonal buildings and open up seasonal buildings, put away tables, benches,

nets, etc…(semiannually)

5. Check and maintain heat in buildings that require heat (daily)

6. Assist with setup and tear down for Music Fest (annually)

7. Seed and fill gravesites at cemetery / mark grave lot with marker

8. Maintain ball diamonds for use by little league and adult league (daily seasonal)

9. Maintain, install, and remove and store Christmas decorations

10. Maintain compost site, burn brush and pushup and turn piles (as needed)

11. Maintain a clean and orderly shop area

12. Maintain village sidewalks and bike paths

13. Perform seasonal tree trimming / brush pick up

14. Contractor management

15. Filing of Government reports

16. Painting of building and benches

**Miscellaneous Duties**

1. Pick up Christmas trees and haul to compost to burn

2. Schedule meetings and events for Hall

3. Assist with other Village duties as called upon

4. Issue building permits and inspection services

5. Ordering supplies. Paper, cleaning supplies, etc.

6. Maintain an accurate and detailed timecard

7. Attended Village board meetings

8. Help with set up and tear down of voting equipment, etc.

9. Obtain quotes for various Village projects

10. The employee will perform other duties as assigned by the Village President or the Village Treasurer.

**Qualifications:**

To perform this position 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 individuals with disabilities to perform the essential functions.

**Education and/or Experience**:

High School diploma or general education degree (GED) and one (1) year of related experience and/or training; or equivalent combination of education and experience.

Working knowledge of rules and regulations pertaining to sewer operations.

Thorough knowledge of equipment, facilities, materials, methods, and procedures used in public wastewater collection systems.

Working knowledge of pipe installation, connection, and repair.

**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. Ability to speak effectively before groups of customers or employees of Village.

**Reasoning Ability:**

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, diagram, or schedule form.

Certificates, Licenses, Registrations:

• \_Valid WI CDL License (preferred)

• \_CPR and First Aid Certification (preferred)

• \_Wastewater Operator Licenses must be obtained within 12 months of hire

**Tools and Equipment Used:**

Dump truck, pickup truck, utility truck, jetter/inducter truck, backhoe, manlift, tamper plate compactor, saws pumps, compressors, generators, trencher, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, copy machine, analytical testing equipment, and fax machine.

Ability to respond accordingly in emergency situations.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stand and talk or hear. The employee is occasionally required to walk, sit, climb, or balance, stoop, kneel, crouch, or crawl and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Applicants must be 18 or older with a valid driver’s license. Must be available 20-32 hours per week. Work load will depend on the weather.

Wage depending on experience. State retreatment. Job will start September 2024.

Send a resume with previous employment and references to the following address or send an email to: [villageofauburndale@gmail.com](mailto:villageofauburndale@gmail.com)

Village of Auburndale

PO Box 36

Auburndale, WI 54412

**Deadline is August 2nd 2024**

**If you have any questions come to village meeting August 5th at 7pm**