

VILLAGE OF PALMYRA
Position Description
Operator – Department of Public Works

Position Summary

This is a full-time with benefits position that reports to the Superintendent of DPW.

This position requires a general working knowledge of varied aspects of electrical, plumbing, vehicle and mechanical maintenance necessary for the operations within the department. This employee must be self-motivated and have the ability to work outdoors in all weather conditions. This position is on call 24 hours/day for snow removal and emergency utility responses and requires weekend work on a rotational basis.

This position requires a high degree of independent judgment, with the ability to routinely make decisions regarding priorities and operations for the completion of job tasks.

Essential Position Functions

Perform and record routine daily operations and maintenance for water and wastewater utilities, including electronic data entry, basic laboratory testing and treatment adjustments. Relay necessary information of operation and maintenance to Superintendent.

Perform and record maintenance required for water and wastewater utility, including flushing of mains, valve operation, installation of meters, collection system cleaning, maintenance and repair of pumping equipment and repair to mains and service laterals and work within the department's GIS site.

Perform maintenance on streets and public rights-of-way, including snow and ice removal, tree trimming and chipping, asphalt repair and patching, shoulder repairs and ditch and storm sewer repairs.

Perform maintenance on parks and recreational facilities, including building, grounds, playgrounds and equipment maintenance.

Communicate effectively with staff and the public in person or on the telephone. Have a working knowledge of English grammar and spelling. Effectively read and understand information contained in memos, reports, bulletins, blueprints and plans.

Other Job Duties

Follow standardized departmental policies and procedures to ensure effectiveness and efficiency of operations and maintenance needs for the public works department and utilities. Understand, follow and practice written safety procedures and policies.

Diagnose malfunctions of equipment and vehicle fleet and perform repairs.

Perform necessary maintenance of municipally owned dam along with the regulating of established lake elevations.

This position performs operations and maintenance tasks for the Public Works Department and Municipal Utilities, fills in for other Operators when absent; assists in the management of

municipal utilities and public works department and may be responsible for overseeing the department in the absence of the Superintendent.

Experience, Training, Qualifications

Have a working knowledge of mechanical, vehicular, construction, electrical, HVAC and plumbing maintenance.

Have computer knowledge and experience; be capable of using and troubleshooting Wastewater and Groundwater SCADA and GIS systems. Also be able to use Word and Excel programs, having the ability to work within spreadsheets and word documents.

Ability to communicate effectively with staff and the public in person or on the telephone. Must effectively communicate ideas and information both in written, typed and oral form. Ability to calculate basic arithmetic problems without the aid of a calculator.

Physical Requirements

Required to sit, stand, stoop, walk, climb, bend, twist and reach. Clarity of vision requirements include far vision at 20 feet or farther; near vision at 2 inches or less, peripheral vision and the ability to distinguish colors. Employee is required to lift and/or carry 90 pounds or less and push or pull objects weighing 250 pounds on wheels.

Ability to conduct strenuous work activities for an entire workday. Must also be able to operate, maneuver and/or steer equipment and vehicles requiring simple but continuous adjustment.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and odors associated with job related objects, materials and tasks.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Selected candidate is subject to a background check and post-offer/pre-employment drug screen and physical.

The duties listed above are intended only as illustrations of various 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.

The position description does not constitute an employment contract and is subject to change by the employer as the needs of the employer or requirements of the position change.