

VILLAGE OF BUTTERNUT PART-TIME EMPLOYMENT

Job Title: Part-Time Public Works General Laborer

Reports to: Superintendent of Public Works

Village President & Village Board

Nature of Work: Responsible for performing all activities relating to maintenance and repair of Village streets and storm drains, including snow plowing; buildings, parks and ground maintenance including pickup of yard waste; water and sewer system plant maintenance, repair operations, and reporting under direction of Superintendent of Public Works; and municipal cemetery.

Essential Duties and Responsibilities:

1. Monitor, adjust, maintain the water/wastewater systems under direction of Superintendent of Public Works
2. Collect samples for lab analysis
3. Perform routine maintenance of all vehicles and equipment
4. Maintain grass and weed cutting for all public areas
5. Plow, sand and maintain streets and fire hydrants during winter months
6. Make periodic rounds to check equipment and operation of wastewater and water systems
7. Take, record, and report operations readings in accordance with established requirements
8. Inspect chlorine equipment for proper operation and dosages
9. Inspect water/wastewater reservoirs and monitor water system pressure; maintain and adjust controls
10. Read date on water meters
11. Maintain and repair public buildings
12. Respond to public emergencies
13. Performs all other duties as assigned

Qualifications:

1. Possess valid CDL, WI Class B Driver License
2. Able to operate heavy equipment (dump truck, loader, etc)
3. Able to operate water/wastewater system under direction of Superintendent of Public Works
4. Willing to obtain certification as Water/Wastewater Treatment Plant Operator
5. Able to perform manual labor for extended periods of time in all weather conditions
6. Capable of lifting 55lbs for extended periods of time
7. Able to work at heights, climb ladders, and have normal color vision
8. High school diploma or GED Graduate
9. Able to express ideas clearly both orally and in writing
10. Working computer knowledge

****THE VILLAGE OF BUTTERNUT WILL BE ACCEPTING RESUMES
UNTIL POSITION IS FILLED****