

TOWN OF DRUMMOND

Bayfield County
Drummond, Wisconsin 54832



1. Position Title: Sanitary District Operator / Highway Crew

2. Position Purpose

This position will be split 60% sanitary district duties and 40% highway duties. Employee will work in the daily operation and all aspects of the collection system as well as the water and distribution system. Employee will also assist in the maintenance and plowing of all town roads as assigned. Have working knowledge of operation of the following equipment: road patrol/snowplow trucks, mower tractors, front end-loaders, backhoes, motor graders, chain saw, brush saws, various size trucks from pickup to quad-axle dump trucks.

3. Qualifications

- Must possess or obtain within 12 months of employment a State of Wisconsin CDL Class B driver's license with air brake endorsement.
- Must obtain within 2 years of employment State of Wisconsin Municipal Water Works Operator certification (Ground Water Grade 1 & Distribution Grade 1).
- Must obtain within 2 years of employment State of Wisconsin Wastewater certification (Grade – Biological Treatment Ponds, Lagoons, and Natural Systems).
- Be available for 24-hour call-out.
- Possess a high school diploma or GED equivalent.
- Successfully pass a physical examination, CDL drug and alcohol screening.

4. Knowledge, Skills and Abilities

- Basic knowledge and understanding of wastewater collection systems and water distribution systems.
- Responsibility to complete meter checks, water tests and reports in a timely and efficient manner.
- Basic knowledge of highway operations including the operation of road patrol/snowplow trucks, mower tractors, front end-loaders, motor graders, chipper, chain saws, brush saws, various size trucks from pickup to quad-axle dump trucks, backhoe operation.
- Must have knowledge of or ability to handle various manual tasks such as pavement maintenance, roadside drainage, shoulder maintenance, and the operation of snow and ice removal equipment.
- Must have general mechanical knowledge.
- Must be able to work alone and take initiative in undefined situations.
- Must produce an accurate account of all materials used, time expended and equipment used in each area of work accomplished.

5. Examples of Duties - Sanitary

- Insure water and sewer meters are read and recorded daily.
- Conduct daily, monthly, quarterly, and yearly required testing of water and wastewater ensuring water quality meets state and federal standards.
- Create daily, monthly, quarterly and yearly reports to meet state regulations.
- Investigate consumer questions and complaints regarding water/sewer and work towards a resolution.
- Remove, install, reset, and repair/recondition residential and commercial meters as well as maintain records and perform testing.
- Inspect water tower inside and outside on a regular basis.
- Flush hydrants.
- General maintenance of buildings, grounds and equipment.

Examples of Duties – Highway

- Maintenance of grounds and buildings including mowing grass and shoveling snow.
- Assist with snowplowing and ice removal operations.
- Routine maintenance of town equipment, buildings and grounds.
- Assist in roadway maintenance and construction, roadside drainage operations, and mowing and brushing operation

6. Physical Requirements:

- Ability to sit for extended periods of time. Get in and out of equipment.
- Able to lift up to 75 pounds.
- Ability to walk on uneven terrain and climb up and down banks.
- Ability to work in diverse weather conditions including heavy rain and snow.
- Visual acuity requires close vision, peripheral vision, depth perception, and color vision.
- Frequently exposed to moving mechanical parts.
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration.
- Noise level in the work environment is generally moderate to loud.
- Work in inclement weather.

7. Immediate Supervisor

- Director of Public Works.

8. Nature of Supervision Exercised Over Employee's Work

- Must be able to work without direct supervision.
- Must be able to work with other employees and contractors.
- Must be able to be the lead on projects as assigned.

9. Compensation/Benefits

- \$18.00/hr – 22.75/hr based on experience and certifications.
- Health Insurance, Dental Insurance, Life and Disability Insurance, and Retirement Plan available.

9. Application Procedure

- Provide a resume and/or cover letter detailing your experience and knowledge pertinent to this position.
- Submit resume and/or cover letter to:
Mark Jerome, Director Public Works
PO Box 56
Drummond, WI 54832
twndrummond@cheqnet.net
- Applications will be accepted until 4pm on Friday May 3, 2019.
- Interview notifications will follow the next week.