



Town of Bayfield

JOB DESCRIPTION

Public Works Maintenance Worker I

General Statement of Duties

These non-exempt positions are responsible for performing a variety of semi-skilled and manual work involved in the maintenance, installation, and repair of the T's water distribution and sewer collection systems and streets.

Supervision Received

Assistant Public Works Director under the general supervision of the Public Works Director.

Distinguishing Characteristics

Maintenance 1-This is an entry-level position with minimal experience in collection and distribution systems and streets. Will perform routine task as assigned under supervision.

Duties and Certificate requirements may be subject to change as State regulations change. Employees will be expected to obtain proper training and licensure as needed in a timely manner.

Primary Duties and Responsibilities

- Performs a variety of skilled, semi-skilled duties involved in the inspection, diagnosis, troubleshooting, repair, maintenance, and servicing of water collection and distribution equipment, components, facilities and machinery.
- Routinely performs physical cleanup and housekeeping of work areas, equipment, and buildings using standard cleaning equipment and material, and chemical cleaning procedures, and any other building maintenance
- Performs a variety of skilled, semi-skilled duties involved in the inspection, diagnosis, troubleshooting, repair, maintenance, and servicing of town streets.
- Street duties to include: patching, line striping, paving, concrete repair, vehicle maintenance, signage, animal disposal, mowing and trimming, construction project observation.
- All Employees are required to plow snow as needed.
- All employees will be required to participate in an on-call schedule as required

Knowledge, Skills & Abilities

- Basic understanding of computer system functions for meter reading, GIS and locates systems.
- Basic computer knowledge including, but not limited to Microsoft Word, Excel and Outlook.
- Basic knowledge of safety procedures and use of personal protective equipment and ability to apply safety principles on all job tasks. Ability to anticipate unsafe circumstances; act accordingly to prevent accidents, and promptly report accidents and hazardous conditions.
- Ability to read and interpret documents such as Safety Data Sheets, safety rules, operating and maintenance instructions; procedure manuals, blueprints, and technical documentation.
- Ability to effectively communicate verbally and in writing, organize activities in order to complete tasks in accordance with priorities, address multiple demands and meet deadlines.

- Ability to operate basic hand and power tools in a safe and efficient manner.
- Ability to operate backhoe, tractors, mowers, dump trucks, plow trucks and skidster.
- These positions are subject to pre-employment drug testing and random CDL Drug testing as prescribed in the town handbook

Experience / Certification Requirements

- Entry Level Experience, with minimal Knowledge
- Class B CDL with tanker endorsement required on or before one year of hiring date.
- Must be able to obtain level 1 Collection/Distribution and Level D Water and wastewater treatment Certification.
- General Knowledge in street, snow plowing and heavy equipment operation.
- Must have a Motor Vehicle Record within the Acceptable or no less than Borderline rating according to the Vehicle Policy.

Working Conditions\Physical Activities

- Monday through Friday, 8 hours per day, work week. On-Call as needed
- Will be on rotating weekend and emergency on-call duty schedule in addition to the regular workweek. Subject to work overtime on an as needed basis to work within the department and for other duties as assigned.
- Performs strenuous physical labor and stands for extended periods of time.
- Works in areas of elevated levels of noise, irritants, dust, dirt, bacteria, hazardous chemicals/air/materials and fumes are always present. May come into contact with raw wastewater. The Hepatitis B Vaccine is strongly recommended and is offered at no cost by the Town.
- Work may take place outside in all weather conditions. May be exposed to risks typically associated with working around water, chemicals, electricity and other man-made and natural hazards.
- Use of a respirator/SCBA may be required for some tasks and may work in confined spaces.
- Lifting and handling objects up to 50 pounds occasionally and/or up to 20 pounds frequently.
- Full range of body movements including stooping, twisting, kneeling, bending, leaning, reaching, climbing, stretching and working in awkward positions.
- Vision is needed for driving, reading, recording and interpreting information; speech and hearing are used to communicate with other employees over the telephone, two-way radio and in person.

Update 10/2/2021 KAS

I hereby acknowledge receipt of this job description for my current position with Town of Bayfield.

Signature _____ Date _____

Witness _____ Date _____