

JOB DESCRIPTION



UTILITY OPERATOR INTERN PUBLIC WORKS & UTILITIES

PURPOSE:

The purpose of the Utility Operator Intern position is to assist Village staff in performing activities for the proper operation and maintenance of the wastewater treatment facility, collection system, lift stations, wells, GIS, water tower, distribution system, and occasional park/forestry maintenance.

AUTHORITY:

The Utility Operator Internship position at the Village of Hortonville provides college students an opportunity to gain real-world experience in their specific area of study. Interns will work alongside world-class professionals in a fast-paced, professional setting which provides interns invaluable experiences applying the knowledge and skills learned through education in a business environment.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Valid Wisconsin driver's license.
- Enrolled in a field of study that relates general municipal or utility operations.

PREFERRED REQUIREMENTS:

- Familiarity with hand and power tools and equipment commonly used in the maintenance of vehicles, equipment, structures, and buildings.
- Basic knowledge in the operation and maintenance of vehicles, equipment, pumps and equipment used in and around water and wastewater systems.

NATURE OF WORK:

This is a seasonal position responsible for assisting in the operation and maintenance of the municipal water and sewer system. This position may also assist in minor maintenance duties and repairs on all municipal buildings, and perform routine street and park maintenance. Position will further carry out all other assignments/tasks as required.

JOB FUNCTIONS:

- Assist with laboratory operations.
- Assist with daily record keeping.
- Assist with meter reading and meter exchanges.
- Assist with water and sewer line locating per Diggers Hotline guidelines.
- Assist with hydrant maintenance, distribution system flushing, and valve exercising.
- Assist with the proper operation of lift stations and wells.

- May assist in the maintenance of Village streets, municipal buildings and facilities, parks and grounds, cemetery, parking lots, and sidewalks.
- Operate a variety of equipment (i.e. trucks, tractors, mower, etc.)
- Performs other duties as required.

REQUIREMENTS (KNOWLEDGE/SKILLS/ABILITIES):

- Ability to assist in monitoring chemical concentrations in drinking water.
- Ability to assist in the collection and processing of SDWA and WPDES samples.
- Ability to work safely.
- Ability to read and understand work instructions and schedules, warning signs and instruction manuals for equipment operation.
- Ability to establish and maintain working relationships, and communicate effectively, with supervisors, co-workers, other Village personnel, building, and the public.

PHYSICAL DEMANDS:

- Material handling up to 60 lbs. and pushing/pulling up to 100 lbs.
- Stand, walk, or sit for long periods of time.
- Work with arms extended.
- Use hands/fingers to manipulate tools, levers, and steering wheels in a coordinated manner.
- Maintain balance while climbing in and out, or on and off, equipment cabs and vehicles.

ENVIRONMENTAL CONDITIONS:

- Performing job duties under adverse weather conditions, including extreme temperatures.
- Operating equipment.
- Extremes of noise or vibration.
- Hazardous materials, including skin or lung irritants, odors, toxic fumes, chemicals, electrical radiation, or other dangerous materials.

NON-DISCRIMINATION POLICY:

The Village of Hortonville is an Equal Opportunity Employer. In addition, the Village does not discriminate on the basis of physical or mental disabilities as applied to all employee categories and all phases of employment, including recruitment, selection, promotion, demotion, training, discipline, termination, lay-off, benefits, and salary administration.

February 5, 2020