

JOB DESCRIPTION



OPERATOR I – FACILITIES PUBLIC WORKS & UTILITIES

PURPOSE:

The purpose of the Operator I – Facilities position is to assist in the maintaining and repair of all municipal buildings, facilities, and other public works in the Village of Hortonville.

AUTHORITY:

The Operator I – Facilities employee has the authority to perform such duties as required for the efficient administration, maintenance, and repair of all Village owned buildings and public facilities. This employee is directly responsible to the Public Works Director.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Valid Wisconsin driver's license.
- 6 months experience in general buildings and facilities maintenance and/or general parks and ground maintenance, and/or general street maintenance.

NATURE OF WORK:

This is a full-time position responsible for overseeing all aspects of cleaning, maintenance, and repair duties of all municipal buildings and facilities. This position will also perform routine street and parks maintenance and assist in the operation and maintenance of the municipal water and sewer system. Position will further carry out all other assignments/tasks as required.

JOB FUNCTIONS:

1. Maintain municipal buildings, including cleaning floors and restrooms. Maintain compost site, and cemetery grounds.
2. Perform minor maintenance/repairs of municipal facilities as needed.
3. Assist in cleaning and maintaining parks, grounds, and facilities.
4. Assist with mowing, trimming and any other assigned duties.
5. Assist in the maintenance of all Village streets, parking lots and sidewalks.
6. Assist in snow removal operations.
7. Setting up table configuration for municipal meetings.
8. Assist in the operation and maintenance of the water and sewer utility.
9. Repair and/or service municipal vehicles and equipment as needed.
10. Operate a variety of equipment (i.e. trucks, tractors, loaders, etc.) utilized for road and street maintenance. Operate lift station, well and wastewater treatment equipment as necessary.
11. Any and all other duties as assigned by the Public Works Director.

REQUIREMENTS (KNOWLEDGE/SKILLS/ABILITIES):

1. Ability to move furniture, operate floor and carpet equipment and the ability to use professional cleaning products.
2. Ability to perform minor electrical repairs, and also patching and painting of walls, etc.
3. Ability to read and understand work instructions, plans, schedules, maps, warning signs and instruction manuals for equipment operation.
4. Establish and maintain working relationships, and communicate effectively, with supervisors, co-workers, other Village personnel, buildings/grounds users, and the public.
5. Must have a flexible schedule in order to work regularly scheduled rotational on-call duties.
6. Must be dependable and able to work in a fast-paced environment.
7. Required to respond to emergency situations.

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 temperature and weather conditions.
- 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-DESCRIMINATION 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.

COMPENSATION:

Pay Range is between \$20.35/hour - \$22.96/hour.

February 15, 2023