



**VILLAGE OF ALLOUEZ
POSITION DESCRIPTION**

POSITION TITLE:	Water Maintenance Seasonal Laborer	APPROVED:	
------------------------	---------------------------------------	------------------	--

REPORTS TO:	Water Department Foreman	FLSA STATUS:	Non-Exempt
--------------------	--------------------------	---------------------	------------

JOB PURPOSE: This is a seasonal position that assists with the general maintenance of the Allouez water distribution system along with village owned facilities and properties.

DUTIES & RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

- Maintains buildings and grounds associated with the Water Dept.
- Operates mowing, grooming, trimming, and various landscape maintenance equipment.
- Assists full time staff with projects and various maintenance activities.
- Yearly valve turning program
- Locating water shut off valves
- Hydrant flushing
- Cleaning Pump stations
- Patching Roads
- Assisting with Bulk collection
- Painting streets and signs
- Brush collection

POSITION QUALIFICATIONS: A high school diploma or equivalent and some work experience are preferred.

- Must be at least 18 year or older.
- Must possess a valid State of Wisconsin Driver's License.
- Ability to communicate effectively with patrons.
- Be able to work independently with little or no supervision.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to operate, mowers, trucks, trailers, and other power equipment.
- Knowledge of hand and power tools used in maintenance work.
- Ability to perform manual labor for extended periods of time and work under most weather conditions.
- Ability to stand, bend, kneel, reach, climb, walk, and lift up to 50 pounds.
- Ability to work independently as well as part of a team; work cooperatively with others and take direction.
- Ability to deal tactfully and effectively with the public.

SUPERVISION/DECISION MAKING: Does not supervise others. Decisions affect the operation of the work unit. Receives general supervision and works alone on routine work from standard practices and procedures.

INTERACTION: Frequent contact with co-workers, immediate supervisor and residents. Contacts involve routine matters where information is furnished or obtained. Customer service is essential.

HOURS OF WORK: Typical working hours for this position are:
May through August – Five days per week – 8 hours per day 7:00am-3:00pm.

Hours may be flexible to accommodate the needs of the Department. Punctuality for this position is required. This position is limited to a maximum of 1199 hours per year.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. The Village reserves the right to add, change or delete functions of this position at any time.