

VILLAGE OF FREDERICKTOWN

JOB DESCRIPTION

TITLE: SERVICE DEPARTMENT EMPLOYEE
SERVICE DEPARTMENT

EFFECTIVE: JULY 11, 2005

REVISED:

JANUARY 11, 2008
NOVEMBER 9, 2011

FUNCTION OF JOB:

STARTING PAY \$16.51

To aid and assist the Service Department Forman with day to day activities and to accept responsibility in specific areas as designated by the Service Department Forman.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

To perform any and all duties as assigned by the Service Department Forman or Village Administrator.

Examples of some of the tasks, duties and responsibilities are:

Streets:

- Paving
 - Street Maintenance
 - Street lining
 - Curb painting
 - Brush Cleanup
 - Leaf Pickup
 - Snow Removal
 - Proper record keeping
 - To acquire a CDL within 6 mos. of employment

Storm Lines:

- Cleaning
- Basin Maintenance
- New Installation

Vehicles:

- Maintenance of all vehicles
- Maintenance of all tools & equip.
- Appropriate record keeping

Lands & Buildings:

- Maintenance of all buildings/inside and out
- Sidewalks, Yard Mowing, Etc.

VILLAGE OF FREDERICKTOWN

JOB DESCRIPTION

TITLE: SERVICE DEPARTMENT EMPLOYEE

SERVICE DEPARTMENT

Water:

- Plant operation
- Plant lab samples
- Plant maintenance
- System maintenance
- System lab samples
- System line extensions
- Backflow protection
- Meter reading repair & installation
- Mixing of chemicals
- Fire hydrant flushing, maintenance and repair
- Daily record keeping
- To have a Class I Water Treatment License within 12 months of achieving the required work experience.

Wastewater:

- Plant operation
- Plant lab samples
- Lab operations
- Plant maintenance
- Belt press operation
- Microwave operation
- System maintenance
- System line extensions
- Daily record keeping
- To have a Class I Waste Water Treatment License within 12 months of achieving the required work experience.

These are examples of the type of tasks that the Service Department Employees are expected to perform and this list is not intended to be total and inclusive of all such tasks.

MINIMUM ACCEPTABLE QUALIFICATIONS:

1. Any combination of education and experience equivalent to graduation from high school.
2. Ability to read and write.
3. Ability to follow oral and written instructions.
4. Knowledge of equipment and mechanics of servicing equipment used.
5. Ability to deal effectively and courteously with the public.
6. Ability to learn new processes in the water and wastewater fields.

VILLAGE OF FREDERICKTOWN

JOB DESCRIPTION
TITLE: SERVICE DEPARTMENT EMPLOYEE
SERVICE DEPARTMENT

PHYSICAL REQUIREMENTS:

1. Heavy work requiring the exertion of 100 pounds of force occasionally.
2. Medium work requiring the exertion of 50 pounds of force occasionally.
3. Work requires climbing, balancing, stooping, kneeling, crawling, reaching, standing, walking, pushing, pulling, lifting and grasping.
4. Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
5. Hearing is required to perceive information at normal spoken word levels.
6. Visual acuity is required for use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities.
7. The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions and oils.

I have read and understand the above job description.

Employee's name _____

Date _____

Supervisor _____