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City of Ashland, Wisconsin
601 Main Street West Ashland, WI 54806 www.coawi.org

CITY OF ASHLAND

OFFICIAL POSITION ANNOUNCEMENT: Limited Term Position

POSITING TYPE: INTERNAL AND PUBLIC*
*This position is being concurrently posted internally within the City of Ashland workforce and the general public.

POSTING DATE: February 7, 2019

The City of Ashland is accepting applications for a Limited Term Employment (LTE) opportunity titled **Utility Maintenance Support**. This is a seasonal/temporary position and is not eligible for benefits.

The Utility Maintenance Support position is a non-exempt/hourly position with an hourly wage range of \$16.00-\$18.00, based on experience.

For more information please access the full position description by visiting the City of Ashland website at www.coawi.org/Jobs.aspx. You can also pick up an application at the Human Resource Office, City Hall, 601 Main Street West, Ashland, Wisconsin, or call 715-685-1603 to speak with the HR Director.

Interested candidates must submit a cover letter, City of Ashland Employment Application, and resume to jobs@coawi.org.

Application deadline is February 27, 2019 at 4:00 p.m.

The City of Ashland does not discriminate on the basis of sex, race, creed, color, national origin, sexual orientation, age or disability in employment or provision of service, programs or activities.



OFFICIAL POSITION DESCRIPTION

Limited Term/Seasonal Employment

Position Title: Utility Maintenance Support

Department: Public Works **Effective Date:** February 7, 2019
Immediate Supervisor: Utility Foreman
Hourly Wage Range: \$16.00-\$18.00 Depending on Qualifications
Position Type: Non-Exempt, LTE/Seasonal/Temporary
Closing Date: February 27, 2019

INTENT: The intent of this position description is to describe the general nature and level of work being performed by employees assigned to this job title. This position description is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL PURPOSE: This position is a limited term seasonal position responsible to perform routine maintenance in the City of Ashland's distribution and collection system, assist with televising utility infrastructure, assist with meter change outs, and possibility operate a variety of light equipment.

Normal working hours are 7:00 a.m. to 3:30 p.m., Monday – Friday with lunch break from 12:00 p.m. to 12:30 p.m.

SECTION A: DUTIES AND RESPONSIBILITIES

Tasks routinely performed:

- Ability to perform heavy physical tasks under varying working conditions
- Ability to operate and maintain light equipment.
- Basic understanding of the biological principles of Municipal Utility operations.
- Basic knowledge in general mechanics and construction.
- Basic knowledge of electrical and plumbing practices.
- Ability to follow oral and written instructions, and participate as a team member in providing municipal services to the community.
- Knowledge and experience with computers and computer programs including, but not limited to, Microsoft Office products.

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SECTION B: EDUCATION, EXPERIENCE, and QUALIFICATIONS

Education and/or Experience:

- A High School Diploma or GED is required.
- Post high school education in related field is desired.

Certifications, Licenses, and Other Requirements:

- A valid Driver's License is required and must be insurable.
- State of Wisconsin Operator Certifications in Municipal Waterworks or Wastewater is desired.

SECTION C: ESSENTIAL DUTIES and RESPONSIBILITIES

To perform this job successfully, an individual **must** be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire or for continuation of employment.

Water Plant

- Assist in the operation of a 1.2 MGD membrane micro-filtration surface water treatment plant, pumping stations and storage facilities to control the flow, processing and supply of public drinking water by performing a variety of tasks under the general guidance
- Follow proper safety procedures for excavation and other safety plans.

Wastewater Plant

- Assist in the operation of a 1.9 MGD secondary biological wastewater treatment plant and sludge processing facilities to control the flow and processing of wastewater by performing a variety of tasks under general guidance.
- Follow proper safety procedures for excavation and other safety plans.

Water Distribution

- Assist in the operation and maintenance of water distribution equipment and infrastructure under general guidance.
- Assist with meter change out, repairs, and testing.
- Assist in excavation and repair or installation of buried piping and valves.
- Follow proper safety procedures for excavation and other safety plans.

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Wastewater Collection

- Assist with checking lift stations for proper operation, cleanliness and needed scheduled maintenance.
- Assist with installing and maintaining sewer systems including flushing, jetting, and televising sewer pipes and repairs to manholes
- Miscellaneous Duties: Ability to perform miscellaneous duties as assigned; to act tactfully when interacting with staff, Supervisors, Council members, and the general public.

SECTION D: PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, talk or hear. The employee is required to walk, utilize fingers to handle, operate objects, tools, controls and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and make continuous adjustment on equipment, machinery and tools such as computers and other office machines, and or materials used in performing essential functions.
- The employee must exert physical effort varying from sedentary to continuous activity during a work shift. This position involves lifting, carrying, pushing, pulling, or moving up to 100 pounds.
- While performing the duties of this job, the employee is required to crouch, crawl, kneel, stoop, and climb.

SECTION E: WORK ENVIRONMENT CONDITIONS and CONSIDERATIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderately quiet except for areas where hearing protection is required.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as bacteria and microorganisms pose limited risk of injury.
- While performing the duties of this job, the employee may work near moving mechanical parts.
- The employee may be exposed to fumes or airborne particles.

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- The employee may work in high precarious places, confined spaces, and in extreme outside weather conditions. The employee may be exposed to wet and/or humid conditions as well as other temperature and weather variations.

SECTION F: EQUIPMENT AND MACHINERY OPERATIONS

The Utility LTE routinely is required to operate Light Duty Equipment and Power Tools

Additional general office equipment may include (but not limited to): personal computer(s), typewriter, copy machine, scanner, calculator, fax machine, cellular phone, two-way radio and office telephone system.

Employee may be required to work additional hours, nights or weekends in emergency situations.

REVIEWED BY: _____ Date _____
 Human Resources/Safety Director
 City of Ashland

APPROVED BY: _____ Date _____
 City Administrator
 City of Ashland

EMPLOYEE ACKNOWLEDGEMENT

I HAVE REVIEWED AND ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ATTACHED JOB DESCRIPTION AND AM FULLY AWARE OF MY RESPONSIBILITIES AND DUTIES RELATED TO THE POSITION OF **Utility Maintenance Support**. I UNDERSTAND THIS JOB DESCRIPTION IS SUBJECT TO REVISION FROM TIME TO TIME BY THE CITY.

Utility Maintenance Support

DATE

Director of Public Works

DATE