## Village of Allouez

POSITION DESCRIPTION

| JOB TITLE | Water Maintenance Seasonal Laborer |  |  |
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| REPORTS TO | Water Foreman | JOB TYPE | Seasonal- $\mathbf{\$ 1 6 . 0 0}$ per hour |
| FLSA STATUS | Non-Exempt |  |  |

## JOB PURPOSE

The Water Maintenance Seasonal Laborer assists the Water Department with the general maintenance of the Allouez water distribution system along with Village owned facilities and properties.

## DUTIES AND RESPONSIBILITIES

The following duties are representative of the work required for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintain buildings and grounds associated with the Water Department.
- Operate mowing, grooming, trimming, and various landscape equipment.
- Assist Water Department staff with projects and various maintenance activities.
- Clean and maintain all water utility pump stations.
- Assist with the annual valve turning program.
- Locate water shut-off valves.
- Assist with the annual maintenance and repairs of hydrants including flushing and painting.
- Assist with various Street Department tasks including patching roads, assisting with Bulk and Brush Collection, and pavement marking.


## QUALIFICATIONS

- High school diploma or equivalent preferred.
- Must be at least 17 years of age.
- Must possess a valid driver's license.
- Capable of frequently lifting and carrying up to 50 pounds.


## SKILLS AND ABILITIES

- Able to operate mowers, trucks, trailers, and other power equipment.
- Knowledge of hand and power tools used in maintenance work.
- Able to work independently as well as part of a team.
- Able to deal tactfully and effectively with the public.


## SUPERVISION/DECISION MAKING

This position does not supervise others. The Water Maintenance Seasonal Laborer receives general supervision and works with a team or alone on routine work from standard practices and procedures.

## HOURS OF WORK

The typical working hours for this position are Monday through Thursday 6:30 a.m. to 3:30 p.m. and Friday 6:30 a.m. to 10:30 a.m.

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 1,199 hours per year.

