



Job Title: **DPW Equipment Operator**

**Supervision Received:**

The holder of this position is directly supervised by the DPW Director and/or the Working Supervisor. Job performance is to be formally evaluated at least once each year by the DPW Director.

**Specific Duties:**

- **Water System Duties:**
  - Maintain all water system infrastructures.
  - Set and monitor water tower, well, pump, and meter controls.
  - Add beneficial chemicals into the water system as needed.
  - Sample and test Village water as required by various regulatory agencies.
  - Repair significant water main leaks.
  - Install and maintain fire hydrants.
  - Read and record quarterly flow data from all Village water meters as requested by the DPW Director and then promptly forward all meter reading data in a legible and orderly form to the DPW Director.
  - Turn-off and turn-on water service to specific addresses served by the Village water system as directed by the DPW Director.
- **Wastewater Systems Duties:**
  - Maintain all sanitary and storm sewer systems infrastructures.
  - Set and monitor lift station controls.
  - Repair significant sanitary and storm sewer main leaks.
- **Street Duties:**
  - Remove snow from Village streets and apply salt and sand to Village streets.
  - Grade and fill Village dirt and gravel roads.
  - Repair potholes.
  - Install or replace Village signs in Village right-of-ways.
  - Trim trees along Village right-of-ways to ensure clear driver sight lines.
  - Clean streets and gutters.
- **Sidewalk Duties:**
  - Remove snow and apply salt and sand on sidewalks abutting Village property and bridges as needed for safe pedestrian use and elsewhere.
  - Repair and replace sidewalks segments as needed.
- **Park Duties:**
  - Maintain parks and park facilities in a clean, safe and secure manner.
  - Repair, maintain, replace, remove or add park fixtures and playing surfaces.
  - Seed, fertilizer, sod, mow and maintain park lawns and other Village-owned lawns.

- Trim park trees and remove fallen leaves and branches as necessary.
- DPW and Motor Pool Duties:
  - Maintain Village vehicles, machinery, tools and other equipment, as written in the maintenance schedule.
  - Keep all DPW vehicles and equipment clean.
  - Keep DPW work areas clean and safe.
  - Perform all regularly scheduled maintenance, as written in the maintenance schedule.
- Refuse Collection Duties:
  - Collect and compost yard waste (i.e., grass, leaves, small branches) as scheduled.
  - Collect and chip branches and tree trimmings as scheduled.
  - Weekly, remove trash from Village offices, other Village workplaces and dumpsters.
  - Remove all approved waste items (those authorized by Village Manager) from residential curbsides during periodic resident clean-up campaigns.
- Other Duties:
  - Be prepared to operate all Village vehicles and other equipment needed to implement various construction, replacement, or maintenance projects.
  - Advise the DPW Director and police of all illegal or otherwise inappropriate obstructions of public right-of-ways, ordinance violations or other public nuisances observed in the Village.
  - Attend classes and seminars as appropriate to keep training, licenses, and certifications current with the DPW Director's approval.
  - Adhere to a written on-call schedule covering all full-time DPW staff in responding to emergencies and other immediate needs of the Village that may occur during other than regular DPW business hours.
  - Respond diplomatically and tactfully to complaints and inquiries about DPW and public works issues from the general public.
  - Complete other duties and special projects assigned by the DPW Director or the Working Supervisor.