



**Village of Rock Springs**  
251 Railroad Street/PO Box 26  
Rock Springs, WI 53961  
(608)522-5700  
[www.rockspringswi.gov](http://www.rockspringswi.gov)  
[clerk-treasurer@rockspringswi.gov](mailto:clerk-treasurer@rockspringswi.gov)

## **NOW HIRING - Public Works Director**

**POSITION TITLE:** Director **DEPARTMENT:** Public Works

**REPORTS TO:** Village Board **FLSA CATEGORY:** Non-exempt

**EMPLOYMENT CLASSIFICATION:** Full-time

**PAY:** \$19.00-\$22.00 Hourly

### **POSITION SUMMARY**

The position of Public Works – Operator performs intermediate skilled trades work maintaining and repairing streets, rights-of-way, water and sewer lines, buildings and related facilities; performing general plant and grounds maintenance tasks; maintaining records and logs; and related work as needed or assigned. Work is performed under the direction and supervision of the Village Board.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Repair and maintenance of all Village owned trucks and equipment.
- Maintains and repairs streets including blacktop patching, crack sealing, seal coating, sweeping, and debris removal.
- Performs snow removal and ice control by salting, sanding and removing snow from public streets, parking lots as well as walkways supporting and/or adjacent to Village owned properties.
- Maintains and repairs the water distribution system including wells and treatment facilities; regularly inspects plant and equipment including the equipment used in the chemical processes to verify that the systems are properly operating and takes corrective actions as necessary; makes changes to plant processes as necessary to improve plant efficiency; installs and repairs fire hydrants and, at minimum, annually flushes all hydrants and exercises valves.
- Monitors chemical feeds and levels in the water system; replaces chlorine cylinders and regulates the flow of chlorine; inventories chemicals; unloads and stores supply deliveries; performs and/or collects samples for testing.
- Maintains and repairs storm water and sanitary sewer mains and related facilities.

Undertakes preventative maintenance activities to reduce system backups and flooding; cleans catch basins and flushes mains at regularly scheduled intervals.

- Installs and maintains landscapes, amenities on all Village-owned properties; applies fertilizers and herbicides to park land and other Village owned lands as may be required.
- Repairs and maintains buildings, facilities, systems, and equipment including performing carpentry, assembly, painting, plumbing, and related work; troubleshoots, diagnoses and repairs mechanical and electrical problems.
- Reads meters, gauges and dials and keeps logs of readings; keeps records and prepares reports as may be required.
- Trains and monitors seasonal workers, as directed by the Village Board.

### **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge and experience in repair and maintenance of vehicles and equipment; general knowledge of tools, materials, equipment and manual tasks used in the installation, replacement, maintenance and repair of utility lines and streets; general knowledge of street repair; general knowledge of mechanical repair and maintenance of pump and other wastewater and water treatment equipment; general knowledge in the use of common hand and power tools; general knowledge of the occupational hazards of the work and of necessary safety precautions; general knowledge of the safe use and operation and preventative maintenance of common automotive and mechanical equipment; ability to perform manual labor for extended periods, often under unfavorable weather conditions; ability to establish and maintain effective working relationships with supervisors and associates.

### **EDUCATION AND EXPERIENCE**

High school diploma or GED and moderate experience, or equivalent combination of education and experience.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Close vision abilities are required, as is the ability to climb water towers.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions; moving mechanical parts; toxic or caustic chemicals; outdoor and inclement weather conditions; locations with continuous loud noise; and overnight work.

### **SPECIAL REQUIREMENTS/CERTIFICATIONS**

- Valid Wisconsin Commercial Driver License (CDL) Class B with Airbrakes
- Ability to obtain Wisconsin Department of Natural Resources Municipal Waterworks Operator Certifications: Groundwater Certificate, Distribution Certificate, Iron Removal Certificate

*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, nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of the employee. In addition, the Village reserves the right to add, change, or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.*

Job Type: Full-time

Pay: \$19.00 - \$22.00 per hour

Benefits:

- Flexible schedule
- Health insurance
- Dental insurance
- Paid time off
- 401K

Schedule:

- Monday to Friday
- Weekend availability

Ability to commute/relocate:

- Rock Springs, WI 53961: Reliably commute or planning to relocate before starting work (Preferred)

Work Location: One location

Open until filled. Send resume to PO Box 26, Rock Springs, WI 53961 or via email to Jenny at clerk-treasurer@rockspringswi.gov