

Village of Montfort

Public Works Assistant Job Description

1. In short, the Village of Montfort Public Works/Maintenance Assistant is expected to be able to step in for and replace the Public Works Supervisor, if necessary, whose job it is to *manage* the business of the Village of Montfort Water Utility, Sewer Utility and the general village as a whole.
2. The Public Works Assistant should familiarize themselves with the job description of the Public Works Supervisor and be prepared to fill that position if necessary.
3. The Public Works Assistant will assist the Supervisor in maintaining and operating the Water Utility in a manner to maintain the village property in good working order and must ensure that the Water Utility is operated under the rules of the Wisconsin Public Service Commission and the Wisconsin Department of Natural Resources. This includes, but is not limited to, the operation and maintenance of the utility as well as complying with the village tariff relating to the rates for services allowed by the PSC. For example, the exercising of Hydrant valves, shut-off valves and the testing of meters are a required duty of the Public Works Supervisor and therefore the assistant is expected to educate themselves and be prepared to perform these duties in the absence of the Public Works Supervisor.
4. The Public Works Assistant must work with the Supervisor to ensure that the Sewage Utility is operated under the rules of the village ordinances. Although not governed by the PSC, the sewage utility should be managed in a manner similar to the water utility unless otherwise specified in the village ordinances. Public Works Assistant is responsible for assisting the Supervisor in maintaining and operating the sewage utility in a manner to maintain village property and comply with all the regulations of the Wisconsin Department of Natural Resources.
5. The Public Works Assistant shall assist the Supervisor in establishing written procedures for the operation of the village wells and the wastewater treatment plant and have them posted in a conspicuous place at each location. Written procedures shall also be established for the daily, weekly, monthly and annual sampling and reports required in the operation of the village utilities. In addition, the assistant shall maintain a daily log of work performed each day. This is in addition to the employee's time card and shall become a reference manual for future employees to know the work that needs to be done day to day.
6. The Public Works Assistant must work closely with the Village Clerk and follow all directions of the Supervisor. In addition, the assistant shall be accountable to direction of the village board.
7. The Public Works Assistant shall work closely with the police department to ensure that all other ordinances of the village are enforced.

8. The Public Works Assistant shall familiarize themselves with the village's Capital Improvement Plan and aid the Supervisor in planning street and utility projects accordingly.
9. The Public Works Assistant shall assist the Supervisor to ensure that the village streets are kept clean of all debris, snow and other obstructions in concert with the Supervisor. Snow emergencies may require additional hours, but should be managed between the two employees to minimize overtime
10. The Public Works Assistant shall assist the Supervisor in the operation and maintenance of the village parks, pool and all other property in good working order. This includes the mowing and control of all noxious weeds on all property owned by the village, including the village burn pit.
11. The Public Works Assistant shall work with the Supervisor to ensure that all equipment is in good working order and establish a system for recording schedules of routine maintenance.