

# HELP WANTED

THE TOWN OF TEN SLEEP IS  
LOOKING FOR A FULL- TIME  
MAINTENANCE MAN.

THIS POSITION WILL BE A FULL-  
TIME, YEAR-ROUND JOB. THIS  
ALSO REQUIRES WATER &  
WASTEWATER CERTIFICATION.

(training can be provided).

PRE-EMPLOYMENT DRUG TESTING  
IS REQUIRED.

WAGES WILL DEPEND ON  
EXPERIENCE.

FOR FURTHER INFORMATION  
CALL TOWN HALL 366-2265.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Job Description  
Town of Ten Sleep

**MAINTENANCE SUPERVISOR  
WATER-SEWER OPERATOR**

**JOB SUMMARY**

Performs manual labor tasks and mechanical work for the Town in relation to the general maintenance of the Town property and equipment. There is a probation period of one year. There will be evaluations after the 1<sup>st</sup> month and every three months following, until probation is up. Evaluations will then be done once a year.

**SUPERVISION RECEIVED**

Is appointed by the Town Mayor and approved by the Council. Works under the general supervision of the Mayor and in cooperation with the Clerk/Treasurer.

**JOB DUTIES**

Should be willing to work in all types of weather conditions, outside as well as indoor work.

Enforcement of Town ordinances, licensing and animal control problems. Handling of various complaints. Works in cooperation with the Town Clerk. Shuts off services where necessary for non-payment of services.

Have the working knowledge of equipment, operating principles and practices required, and the skill of operating and maintaining Town equipment. Possessing a valid Wyoming driver's license. Performing routine maintenance and emergency repairs on equipment, and reporting major mechanical problems to the Mayor for a decision on the best solution.

Ability to perform manual tasks, in maintenance of streets, alleys, parks, bathrooms, Town Hall, museum facilities and water and wastewater systems and maintain continuing service of these facilities for the general public. Responsible for trash pickup on Town properties. Responsible for all outside grounds owned by the Town. Responsible for mowing and trimming (grass-shrubs, trees, etc.) on Town property, park, alleys, streets and lagoon areas. Carpenter work-painting-maintenance. Street repair-upkeep of street signs-sweeping streets, display of flags on holidays. Maintenance of Town Wells and areas. Mosquito spraying when needed. Helps maintain emergency phone list and maps.

Maintain depreciation schedules on Town property and inventory of Town property and equipment.

Any and all duties requested pertaining to maintenance or water/sewer operation as requested by the Mayor.

Ability to instruct and follow standard safety practices for protection of self, employees and general public.

Ability to keep records and communicate effectively, both verbally and in writing. Typing and computer knowledge helpful. He/she should maintain a work log and a log of services performed, turning in the log weekly to the Mayor. Meet with Mayor weekly or as needed.

Should act as foreman over park maintenance, mosquito sprayer and work/repair crews.

Should take the initiative to report to the Mayor any damage to parks, streets, buildings, water and sewer systems and/or any conditions that are unsafe to the general public. With suggestions which could improve any problem area.

Responsible for obtaining and shipping in a timely and professional manner water and wastewater samples as required by the State of Wyoming.

Should attend conferences to keep abreast of current or new techniques in the field of health and sanitation.

Must be willing to become DEQ certified in water and wastewater performance as required by the State of Wyoming. The Town of Ten Sleep time frame for doing so is:

1. Within the first year of employment become "Class #1 Water" certified.
2. Set a 3 year goal to become "Class #1 Waste Water Collection" certified.
3. Set a 5 year goal to become "Class #2 Wastewater Treatment" certified.

Responsible for maintaining an inventory of Town equipment and supplies. Having an adequate stock on hand for all necessary emergency needs to install or repair water and sewer lines.

Responsible for the service and maintenance of all assigned equipment in order to maintain maximum efficiency.

Will be required to carry phone 24/7 to be on call for emergencies.

## **MINIMUM EDUCATION AND EXPERIENCE REQUIRED**

Graduation from high school, or GED, with some knowledge of algebra, geometry, physics and hydrology to stay certified as required in water and wastewater. A thorough knowledge of maintenance and the upkeep of equipment.

Must be able to possess and maintain a valid Wyoming driver's license.

## **SPECIAL REQUIREMENTS**

Must be a citizen of the United States who is a bona fide resident of Wyoming and who has registered to vote. Such person must be mentally competent and not a convicted felon whose civil rights have not been restored (22-1-102(k)). Bondable, honest and reliable and able to handle stressful situations.

**Pre-employment drug testing is mandatory and your name will be put in our random draw.**

Must possess the ability to communicate effectively both orally and in writing.\_

**Must be professional, courteous and friendly while assisting Town employees and the public.**

The Town of Ten Sleep is an Equal Opportunity Employer who endeavors to meet the Nondiscrimination American with Disabilities Act 101-336.

Job Description  
Town of Ten Sleep

**ORDINANCE OFFICER  
ANIMAL CONTROL OFFICER**

**JOB SUMMARY**

Performs ordinance enforcement of all Town ordinances, licensing and animal control problems. Handles complaints from the Town's citizens, and off-highway street traffic control such as flagging, etc.

**SUPERVISION RECEIVED**

Is appointed by the Town Mayor and approved by the Council. Works under general supervision of the mayor and in cooperation with the Clerk/Treasurer and the Sheriff's office. Reviewed annually.

**JOB DUTIES**

Enforcement of Town ordinances, vehicle parking, licensing and handling various complaints, and off-highway traffic control.

Assist Deputy Sheriff on request for aid on domestic calls. Is approved to move victim to safe place until arrival of certified officers, and/or acts as a back-up on routine patrols when requested by a deputy.

Assists in the Cruelty of Animal calls by helping the Sheriff Department or Humane Society in the solution of the problem, issuance of a citation or a warrant.

Issues citations for the noncompliance of ordinances. Sets court dates with the Judge and notifies residents of court date and/or compliances to fines. Assists Clerk-Treasurer in compliance with fines.

Notifies residents of violations to water and sewer non-payment, and collection of such, in compliance with State Statutes. Shuts off services where necessary for non-payment of services.

**MINIMUM EDUCATION AND EXPERIENCE REQUIRED**

Graduation from high school or GED. A good knowledge of police work.

## **SPECIAL REQUIREMENTS**

Must be a citizen of the United States who is a bona fide resident of Wyoming and who has registered to vote. Such person cannot be mentally incompetent or a convicted felon whose civil rights have not been restored (22-1-102(k)). Bondable, honest and reliable and able to handle stressful situations.

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