

Level 2 Waste Water Treatment Plant Operator

Town Maintenance Person

Job Posting

Town of Cokeville, Wyoming is seeking Waste Water Treatment Plant Operator and a Town Maintenance candidates to work at the Waste Water Treatment Facility in Cokeville, WY. Primary duties include, but are not necessarily limited to, the following:

Operate and maintain the Level 1 Water Treatment Plant in compliance with applicable local, state and federal regulations and standards

Operate and maintain the Level 2 Waste Water Treatment Plant in compliance with applicable local, state and federal regulations and standards

Monitor plant functions and data outputs and react as needed to maintain production quality. Perform required system checks and make necessary adjustments. Collect maintenance data and record readings

Repair and perform ongoing preventative maintenance of equipment and upkeep of property and plant grounds

Read, test and sample water to ensure water quality meets required standards and regulations. Prepare required reports and maintain plant records

Attend training classes and participate in self-study activities to keep abreast of changing technologies, to include enough valid continuing education needed to maintain appropriate operating certificate

Willing to work overtime as necessary

Willing and able to lift up to 50lbs

Willing and able to work in varying weather conditions

Requirements and Duties of Maintenance Workers

Skills

The skills needed by the maintenance workers of the Town are varied. Due to the small size of the Town and the need to make the best use of limited resources, the maintenance workers of the Town must be knowledgeable in a large number of areas and be able to perform many duties for the Town. Personal experience and knowledge, along with provided training when necessary, will be key to having a successful maintenance department for the Town.

The below list of skills is not meant to be all inclusive and may be changed or added to at any time by the Town Council.

Driving – shall be able to obtain the proper class of Wyoming driver's license needed for whatever equipment the Town owns, which may include a commercial driver's license. Be able to operate proficiently said equipment, whether it be over the road vehicles or construction or maintenance vehicles such as dump trucks, backhoes, etc.

Computer skills – Town maintenance employees are required and expected to have basic computer skills that will allow them to complete required reports and documents related to their day to day duties.

Physical ability – shall be able to physically perform the many duties required for the maintenance of Town facilities such as buildings and infrastructure like shops, water well buildings, sewer treatment plant, water and sewer lines, streets, parks and recreation properties and equipment, etc. This physical ability includes, but is not limited to, bending, lifting, climbing (to include ladders), and other forms of physical movement consistent with the requirements of the job. Lifting of loads of a minimum of 40 pounds is a common task, along with digging around water and sewer lines with a shovel, getting under equipment for repairs, climbing ladders to repair a variety things such as lighting equipment to name just a few. Town maintenance employees do their own vehicle maintenance as well.

Knowledge – shall be trained on or be able to be trained on the many systems that run Town operations and be certified or be able to be certified, to run the water and sewer systems of the Town as required by state and federal law. Knowledge of mechanical, electrical, and technical systems contained within the Town are essential for maintenance personnel to perform their duties.

Duties

Maintenance personnel shall operate, test, and maintain all systems related to the water and sewer systems in the Town, along with approved maintenance for the streets. This requirement is all inclusive and detailed. Specific requirements for each system are to be detailed in a log and records kept to show that things such as proper maintenance schedules for equipment and systems are followed.

Maintenance personnel shall also be responsible for the maintenance of equipment and systems within the town hall. This includes such items as changing of lighting ballasts, service and maintenance of the heating system, cooling system, maintenance of plumbing and sewer systems such as the lift station and associated pumps. They shall also make sure the appropriate materials such as those needed for the lift station, are ordered and on hand. The custodian shall notify the maintenance personnel when such supplies are needed. Maintenance personnel shall also work with the custodian(s) for the town hall to make sure systems mentioned above are working and maintained. Custodians are not required to perform maintenance duties other than minor duties such as changing light bulbs or other minor duties.

Maintenance personnel shall make sure the grounds of the Town are mowed and watered during the summer months. They shall make sure outside watering systems are operational or do manual watering. The watering of the town hall will be done by the custodian, but mowing of the town hall grounds is the responsibility of the maintenance personnel.

Town maintenance personnel shall be responsible for the disposal of trash from all Town trash containers such as at the park, the town hall, and the town shop and wherever else they are located.

Town maintenance personnel are required to share on-call duties for alternating weeks. The number of weeks of on-call required are to be divided equally among the number of maintenance employees.

All town personnel work under the direction of the Mayor, with the approval of the Town Council, as provided for in the Town Ordinances. Certain systems and duties, such as water and sewer or streets, are assigned to specific Town Council members and Town employees will work with and report status of these areas to the assigned Town Council member.

Other duties, whether permanent or temporary, may be assigned at the discretion of the Mayor and Town Council that are not specifically mentioned here.