

Village of Galatia

Job Description for Public Works Employee

Water and Sewer Department

Starting time is 7am, quitting time is 3pm

30 min. lunch break and 2 – 15 min breaks

Available for emergency water main break, if help is needed.

Check office for specific work orders.

Keep all equipment clean and in the building as much as possible.

If street department asks for help and you can get free, you are to help.

Duties but not limited to:

Read meters, takes samples, replace meters, turn water on or off, check towers, check main in town and main lines that we are responsible for, assist with Julies, ground storage tank, help repair water leaks as needed.

Installation, Maintenance, and Repair:

- Working with various components of water distribution systems such as pipes, valves, fire hydrants, and water meters.

Equipment Operations:

- Operating and maintaining specialized equipment like excavation machinery, pumps, and other tools.

Emergency Response:

- Being available for possible emergency situations related to the water system.

Record Keeping:

- Receiving and turning in work orders, issues by the Village Clerk
- Maintaining records of work performed, water usage and other relevant data.

Compliance:

- Insuring adherence to safety regulations and standards set by agencies like the Illinois Environmental Protection Agency (IEPA)
- Ability to perform physically demanding tasks including:
 - o Lifting
 - o Digging
 - o Working in various weather conditions when necessary.

Mechanical Aptitude:

- Understanding of basic mechanical principles and the ability to perform minor repairs.

Communication Skills:

- Effective communication with customers, colleagues.

Valid Driver's License:

- A valid driver's license and a clean driving record are often required.

Street Maintenance – Streets and Alleys

Duties, but not limited to

Street and Sidewalk Repair:

- Patching potholes, repairing cracks and replacing damaged sections of asphalt and concrete

Signage and Markings:

- Installing, maintaining, and replacing street signs, traffic signals, and pavement markings

Debris and Litter Removal:

- Cleaning debris, trash, and other litter from streets, sidewalks, and public areas.

Snow and Ice Removal:

- Clearing snow and ice from streets and sidewalks
 - o Park
 - o Walk Path
 - o Village Hall and door ways

Equipment Operations:

- Operating a variety of vehicles and equipment, including dump trucks, loaders, and various power tools

Material Handling:

- Loading, hauling, and unloading materials like asphalt, concrete, sand, gravel

Safety Compliance:

- Adhering to all safety rules and regulations such as road closures or hazardous conditions

Additional Responsibilities (may vary by location):

Grounds Maintenance:

- Mowing lawns, trimming trees, and maintaining landscaping in public areas owned by the Village

Catch Basin Maintenance:

- Cleaning and maintaining storm sewer inlets and outlets

Traffic Control:

- Setting up and removing traffic control devices to ensure the safety of work crews

Building Maintenance:

- Performing minor maintenance and repairs on buildings and facilities
 - o If minor and doesn't require special qualifications (OSHA and Electrical)

Construction Assistance:

- Assisting with construction projects, such as building new sidewalks or curbs

Communication Skills:

- Ability to communicate effectively with coworkers and public

Safety Awareness:

- Ability to prioritize safety and follow safety protocols

Driving Ability:

- Valid driver's license, and in some cases, the ability to operate various types of vehicles