

Village of West Winfield

Public Works Department Employee Level 1 - Entry

JOB SUMMARY: This position performs daily duties, maintenance and repairs of village owned properties, street, and the water department.

REPORTS TO: The current elected mayor of the village of West Winfield and takes planning and direction from Level 2 DPW supervisory employee.

JOB DUTIES AND RESPONSIBILITIES – include but not limited to:

- General maintenance and repairs of all village owned & managed buildings. To include but not limited to:
 - Bisby Hall
 - Garage
 - West Winfield Fire Hall
- Maintain all grounds owned and managed by the Village of West Winfield. To include but not limited to:
 - Chip brush
 - Mow lawns
 - trim trees
 - shoveling snow
 - salt sidewalks as needed
 - Dispose of green waste
- Operate, repair, and fully maintain all village owned and managed equipment. To include but not limited to:
 - Maintenance records
 - Heavy equipment
 - Dump Trucks
 - Lawn mowers
 - Snow Plow
 - Snow Blower
 - Sewer cleaners
 - jackhammers
 - Small equipment
 - Power tools
 - Saws
 - Strippers
 - Cutters
 - Hand Tools
- Maintain village streets. To include but not limited to
 - Snow plowing
 - Cleaning streets
 - Storm Sewers

- Crack filling
- Painting
- Maintain, repair and service village water system. To include but not limited to:
 - Water Main and services
 - Record readings at well sites
 - Semi-Annual water meter readings
 - Assist with hydrant flushing and repairs.
 - Assist in valve turning and record keeping.
 - Help with water main breaks and repairs.
 - Meter change-outs and repairs
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- Obtain NYS certifications for Water treatment.
- Remains subject to stand-by duty and twenty-four-hour call-out.
- Receives and/or reviews various records and reports such as Utility work orders.
- Prepares and/or processes various records and reports such as utility work orders and
- Refers to safety manual, MSDS, policy and procedure manuals, codes/laws/regulations, publications, and reference texts, etc.
- Interacts and communicate with various groups, organizations individuals as needed
- Assists other Village organizations in emergencies.
- Act as a backup driver for the Ambulance during ALL shift hours e.g., 6-2:30, covering until the end of shift.
- Take Emergency Vehicle Operator (EVOC) course (available online).
- Take cardiopulmonary resuscitation (CPR) course
- All other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES Thorough knowledge of maintenance and repair procedures for buildings and equipment. Ability to apply common sense understanding to carry out instructions in oral or written form. Have prompt and courteous dealing with the general public.

EDUCATION AND EXPERIENCE: A high school diploma or GED. Good verbal communication skills. Valid NYS driver's license

Revision: 3

Last reviewed: 4/6/23