



**Town of Alpine**  
**Job Description**

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JOB TITLE:	Field Operations Operator/Laborer	LAST UPDATED:	2022.01.10
DEPARTMENT:	Public Works	SUPERVISOR:	Mayor/Public Works Director

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## **Primary Function**

The principal function of an employee in this position is to perform maintenance and construction work within the Town of Alpine. The work is performed under the immediate supervision of the Public Works Director. The principal duties of this position are performed in an outdoor environment and may include working in adverse weather conditions and hazards involving the use of heavy equipment and power tools.

### **Essential Duties and Responsibilities:**

(This list does not include all duties and responsibilities that may be assigned to this position.)

Performs work concerning the maintenance of Town of Alpine potable Water System, Wastewater Collection System, Streets, and Parks.

Operates and maintains equipment owned and/or rented by the Town of Alpine

Perform the installation, maintenance and repair of the physical plant, pump stations, collection system and other components.

Ensures compliance with applicable federal, state, and local rules, regulations, and requirements governing both water and wastewater treatment processes by performing all aspects of sampling, monitoring, and testing required.

Records and reports readings, chemical analysis, water and chemical flows, chemical inventories, and maintenance performed on systems, and completes other reports and forms as required.

Performs a variety of maintenance and repair tasks, including routine maintenance of water/wastewater system and related infrastructure components.

Assist in the performance of regular and unscheduled maintenance and repairs on plant equipment and machinery.

On call to respond to emergencies and breakdowns.

Conduct weekend checks of necessary locations on a rotating basis.

Conducts water service taps and leak detection surveys.

Analyzes and addresses situations concerning pressure loss or loss of water and help determine if liability lies with Town of Alpine or property owner.

Provides exceptional internal and external customer service.

Performs street & roads duties. (Repair and maintain roads, sweeping, striping, snow removal operations, sanding as necessary, etc.)

Performs Parks & Recreation duties. (Mow lawns, weed eat, spraying of weed and pest products, tree trimming, sprinkler repair, etc.)

Snow removal at town buildings and all town roads.

Holiday Decoration set up and take down as required.

Ice Rink Maintenance as necessary.

**Desired Minimum Qualifications:**

Any combination of education and experience providing skill and knowledge for successful job performance is required. Typical qualifications include:

- High school diploma or GED equivalent.

**Job-Specific Knowledge, Skills, and Abilities:**

- Working knowledge of water characteristics, treatment plant principles, operations, and equipment.
- Knowledge of methods, materials, and equipment necessary for maintenance and construction of water infrastructure system.
- Working knowledge of the hazards, and the ability to observe safety precautions, common in construction.
- Skilled in operation of equipment and tools listed below.
- Ability to establish and maintain effective working relationships with other employees, supervisor, and the public.
- Ability to understand verbal information and instruction, exchange information with others, and develop and present recommendations.
- Ability to use mathematical reasoning as necessary to carry out operational duties of department.
- Ability to use analytical skills and apply results.

**Special Requirements:**

- Wyoming Level I Water Systems Certification license and Wyoming Level I Wastewater Systems Certification must be held or attained during first year of employment; and
- Ability to pass federally mandated drug/alcohol test and post-job offer/pre-employment physical examination.
- Commercial Driver's License must be held or obtained within the first 6 months of employment

**Equipment and Tools Used:**

- Automobile, telephone, calculator, computer, photocopier, fax machine, and other office equipment, laboratory meters and testing devices, power tools, hand tools, tractor, backhoe,

single axle dump truck, boom truck, front loader, mini excavator, motor grader, forklift, and other related equipment and tools.

**Physical Requirements\*\*:**

The physical demands described here are representative of those that must be met by employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities perform essential functions.

While performing job duties, employee frequently stands, walks, sees, hears, and speaks. Employee frequently uses hands to finger, handle, or feel objects, tools, or controls. Employee frequently stoops, kneels, bends, crouches, and/or twists.

Employee is exposed to moderate levels of lifting to 50 pounds, carrying up to 50 pounds, pushing 100 or more pounds, and pulling 100 or more pounds.

Employee occasionally sits. Employee occasionally climbs, balances, and/or crawls. Employee occasionally reaches and works with hands above shoulder height lifting to 10 pounds and reaches and works with arms extended at shoulder height lifting up to 10 pounds. Employee occasionally uses the sense of smell.

Specific vision requirements for this job include frequent use of near vision, far vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers, office equipment, and other equipment and machinery.

Specific auditory (hearing) requirements include frequent exposure to routine conversation and the abilities to receive audible signals and communicate via two-way radio.

Have adequate respiratory function to utilize a self-contained breathing apparatus.

**Mental Requirements\*\*:**

The mental requirements described here are representative of those that must be met by employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently comprehends and executes oral instructions, uses hand power tools, and performs repair and maintenance of equipment. Employee frequently works as a member of a team and works without supervision.

Employee is exposed to moderate levels of observing and reading instruments, gauges, and dials to determine operating status, inspecting, and observing for equipment defects, counting and making simple arithmetic additions and subtractions, using measuring devices (tapes, gauges, rules, weight scales, etc.), operating cars and trucks, operating industrial equipment, and using non-power tools (hammers, wrenches, etc.). Employee is exposed to moderate levels of assembling/disassembling objects, determining nature and location of malfunctions, and operating equipment requiring specialized knowledge of process.

Employee occasionally reads and carries out written instructions, reads work orders, job tickets, graphs, logs, and schedules, estimates size, form, quality, or quantity of objects, estimates speed of moving objects, and computes and calculates test results. Employee occasionally determines malfunctions by direct observation and adjusts to obtain desired operating conditions (turning valves, switches, moving and setting controls, etc.). Employee occasionally plans own work activities, trains other workers, works alone, works under pressure, works rapidly for long periods of time, and works on several tasks at the same time.

**Working Conditions\*\*:**

The work environment characteristics described here are representative of those that employee encounters while performing essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently works outside and inside. Employee is frequently exposed to oil, grease, and dirt. Employee is frequently exposed to unavoidable hazards from moving objects.

Employee is exposed to moderate levels of extreme heat and cold with or without temperature changes and wet conditions with or without temperature changes. Employee is exposed to moderate levels of fumes, dusts, and gases. Employee is exposed to moderate levels of unavoidable mechanical hazards and unavoidable hazards while performing excavations.

Employee occasionally performs work underground, in humidity, and in dampness. Employee is occasionally exposed to unavoidable electrical hazards and unavoidable hazards from working with chlorine gas. Employee occasionally performs work at heights and in confined spaces. Employee is occasionally exposed to vibrations. Employee is occasionally exposed to blood borne pathogens, body fluids and tissue, and possible diseases of known and unknown origin. Employee is occasionally exposed to adverse weather and/or unfavorable traffic conditions while driving from Town of Alpine offices to off-site locations.

The employee is frequently exposed to intermittent noise and noise generated in a normal office environment. Employee is occasionally exposed to constant noise.

**\*\*The terms "Frequent," "Moderate," and "Occasional" are quantified as follows:**

- Frequent: occurs 60-100% of the time
- Moderate: occurs 21-59% of the time
- Occasional: occurs 1-20% of the time

**Job Selection Guidelines:**

Formal application, rating of education and experience, oral interview, reference check, and job-related tests may be required, including physical agility test, drug testing, etc.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description is intended as a guide for the efficient and professional performance of a job. Nothing herein shall be construed to be a contract between the Town of Alpine and the employee. Additionally, this job description is not to be construed by any employee as containing binding terms and conditions of employment. The Town of Alpine retains the absolute right to terminate any employee, at any time, with or without cause. Management retains the right to change the contents of this job description, as it deems necessary, with or without notice. Employment is on an at-will basis.