

**\*\*\*JOB DUTIES INCREASE WITH JOB LEVELS**

***Entry level Water/Wastewater***

***Duties, Function and responsibilities***

- Assist in maintenance and repair of water mains and lines
- Install or replace water meters
- Flush water lines and hydrants
- Connects and disconnects water utility service
- Fills out and completes paperwork, forms, and work orders for assigned jobs
- Transports materials, tools and supplies. Cleans and washes equipment and tools.
- Any other duties as assigned

***Entry level General Tech***

***Duties, Function and responsibilities***

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***Public Works Tech 1-3***

***Duties, Function and responsibilities***

- Variety of routine maintenance and repair tasks on water mains and sewer lines
- Flush and repair hydrants
- Gathers meter readings for monthly billing
- Street repair, mowing and facilities repair
- Operates light and heavy duty maintenance equipment
- Respond to water complaints-water pressure, meter readings, locate leaks
- Record and log well and wastewater data
- Any other duties as assigned

***General Tech 2***

***Duties, Function and responsibilities***

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### ***Public Works Foreman***

#### ***Duties, Function and responsibilities***

- Collects samples
- Visually inspects pumps, control panels, valves
- Perform plant maintenance for water and wastewater
- Schedule crews and work tasks
- Any other duties as assigned

### ***Animal Control Officer***

#### ***Duties, Function and responsibilities***

- Enforces City and State animal regulations including, but not limited to, cruelty to animals, dangerous/vicious animals, and animal bites, including but not limited to dogs, cats, livestock and fowl.
- Performs emergency animal rescue services, emergency night call service, and animal first aid when required.
- Feeds, cleans and sanitizes the animal holding areas, administers medications and basic medical care as needed.
- Serves and responds to court summonses as necessary, and represents City at court hearings.
- Any other duties as assigned