



## **Job Description**

**Title:** Water Service Worker - Utilities

**Department:** Department of Public Works

**Nature of work:** Performs general laboring work involving the construction, maintenance and repair of the Town's water distribution, treatment, and storage system and of the Town's sewage collection system. Involves general laboring duties, but the employee may occasionally operate various pieces of equipment.

**Work Schedule:** Monday – Friday; 40 hours per week including on-call duty hours are required on a rotating department schedule.

**Wage:** FY 2026 Step 1 \$22.01 or Step 2 \$22.90 per hour (varies due to valid certifications).

**FLSA:** Non-Exempt employee status (hourly).

**Supervision Received:** Department Supervisor, DPW Director, and DPW Assistant Director.

**Supervision Exercised:** None. Works in collaboration with all DPW department staff.

### **Essential Responsibilities:**

- Exercises independent judgment while working in coordination with other employees.
- Performs general laboring duties such as manual labor, installation and repair of water and sewer mains.
- Install, repair, and read water meters, repair fire hydrants.
- Operates various pieces of Public Works equipment including but not limited to service trucks, dump trucks, etc.
- Performs various duties required for the maintenance of Public Works facilities and equipment.
- Perform tasks performed by the Utilities Division for other municipal agencies and private enterprises.
- Performs tasks required for the proper operation and maintenance of water and sewer treatment facilities including treatment plants and pumping facilities.
- Performs winter operations including operating the sidewalk plow and shoveling hydrants.
- Occasionally performs the duties of other equipment operators as needed.

**Non-Essential Duties and Tasks:** *The responsibilities and duties listed above are examples of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**Competencies Needed:**

*We will consider any combination of relevant work experience, volunteering, education, and transferable skills a qualifying, unless specifically stated as required.*

- Graduation from high school or any combination of schooling and in-service training and experience.
- Must have and maintain a valid State Driver's license.
- A CDL certification is preferred.
  - CDL certification within one year of employment will be required.
- Must hold or will be required to obtain Vermont Class D Water Operators Certification within two (2) years of employment.
- Capable or able to demonstrate ability and experience to learn to repair, install, and maintain water mains, services, hydrants and meters and valves.
- Knowledge of or able to demonstrate ability and experience to learn purposes of common construction and maintenance tools and equipment.
- Able to maintain basic accurate records of work performed.
- Ability to exercise good judgment, courtesy, and tact in making proper disposition of problems and appointments with the public.
- Ability to maintain a high level of confidentiality.
- Flexibility, excellent time management and high attention to detail and capacity to prioritize tasks.
  - Ability to balance multiple responsibilities in a fast-paced environment.
- A willingness to examine existing systems and refine or improve them as necessary.
  - Must be forward-thinking and open to innovation and change.
- Must be able to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
  - Ability to actively support in providing a welcoming workplace and respectful environment for all, including cultural competency, while working effectively across diverse cultures and constituencies.
- Ability to communicate effectively with the public, elected officials and other government agencies.
- Must be able to communicate effectively verbally and in writing.
  - Able to think quickly under pressure, react to always changing situations while able to communicate effectively.
- Must be able to learn and retain instructions, policies and procedures and continue to learn new methods and stay current within the field.

**Work Environment:** Regularly required to use hands, handle, feel or operate objects, tools, or controls and reaching. Frequently required to stand; talk or hear; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The noise level in the work environment can be loud. Frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities, working outdoors or indoors as required, working near moving

mechanical parts and is occasionally exposed to fumes and risk of electrical shock. The employee may be required to work early in the morning, or weekend hours dependent on workload factors in addition to normally scheduled work hours.

**Union Status:** United Steel, Paper & Forestry, Rubber, Manufacturing, Energy, Allied Industrial, & Service Workers International Union Local #944

The probationary period is 6 months from the date of hire.

*The Town of Brattleboro is committed to being a leader in providing a welcoming workplace and respectful environment for all. We strongly encourage people of color, people with disabilities, LGBTQIA+ applicants, and people from other underrepresented groups to apply, recognizing and respecting those diverse perspectives and experiences are valuable to our team and essential to our high performance in public service.*