

**VILLAGE OF DEWITT, NEBRASKA**  
**UTILITY/MAINTENANCE WORKER – GENERAL RESPONSIBILITIES**

Serve as the Utility/Maintenance Worker under the direction and review of the Utility Superintendent, acting in accordance with the by-laws, objectives and policies adopted by the Village Board. Perform the daily operations and maintenance of, but not limited to: sewer and water systems; streets; storm drainage; parks; swimming pool; city equipment; public buildings; heavy equipment operations; and other tasks as assigned for the Village of DeWitt. Employee must be able to establish effective relationships with co-workers, Village Board of Trustees, volunteers, and the community.

**QUALIFICATIONS**

1. State Certification as a Grade 4 Water Operator and, if needed, a Grade 2 Wastewater Operator license are required (or the ability to obtain proper licensure within 1 year of employment).
2. Mosquito Pesticide/Herbicide Certification (or the ability to obtain proper certification within 1 year of employment).
3. Must be in good physical condition and possess a valid Nebraska driver's license and a clean driving record.
4. Combination of education or experience sufficient to enable the individual to perform the duties and meet the knowledge, skills and abilities required.
5. Establish & maintain effective working relationships with co-workers, Village Board and the GENERAL PUBLIC.
6. Possess strong communication skills (oral and written).
7. Flexible and hard-working.
8. Ability to prepare reports and maintain records.

**JOB DESCRIPTION**

**DUTIES INCLUDE, BUT NOT LIMITED TO:**

1. Wastewater Treatment Plant mechanical operations and repairs.
2. Water System operations – sampling, testing, cleaning, flushing, and repairs, maintenance and inspection of water lines, wells, pumps, valves and hydrants; and water meter installation and repairs; and monthly reading of water meters.
3. Street operations – maintaining streets and alleys, including but not limited to: maintenance and repairs; sweeping; snow removal, grading, tree removal; hanging of flags and decorations; and mosquito spraying.
4. Park operations – mowing, trimming, spraying, and equipment repair.
5. Storm Sewer operations – inspections, repairs and flushing.
6. Swimming Pool operations – inspections, repairs, filling, chemical requirements, draining and winterizing.
7. Compost Site operations – oversee the maintenance of the Village's compost site.
8. Village Property operations – maintenance of all Village owned properties including repairs and mowing.

9. Heavy Equipment operations and repairs; and acquiring a CDL (if the position would ever require such).
10. Represent the Village of DeWitt in the community and supervise public relations by participating in community activities, and respond to customer inquiries and suggestions;
11. Assisting the Utility Superintendent in resolving complaints from the public, Village employees, and the Village Board;
12. Assures that the Village environment is pleasant and that the facilities and services meet patrons needs and are easy to use.

**VILLAGE BOARD HAS THE OPTION TO WAIVE OR AMEND ANY  
QUALIFICATIONS, JOB DESCRIPTION OR BENEFITS.**

**BENEFITS**

1. Starting salary will be based on experience and paid per hour or salary.
2. Job evaluation after 6 months from employment, and every year thereafter in December.
3. Health, Dental and Life Insurance.
4. ROTH IRA Deferred Comp Retirement Plan – Village puts in 4%, employee must match 4% or any % above.
5. Paid Time Off; twelve (12) days being prorated at date of employment; fifteen (15) days after 2 years of employment, and seventeen (17) days after 5 years of employment and twenty (20) days after 10 years of employment. Vacation days may be taken one-half day at a time, with approval of Utility Superintendent.
6. Holidays (paid) observed by the Village of DeWitt - New Year's Day, January 1, Presidents Day, Memorial Day, the last Monday of May, Juneteenth, June 19<sup>th</sup>, Independence Day July 4<sup>th</sup>, Labor Day, the first Monday in September, Veterans Day, Thanksgiving, the fourth Thursday in November and the Friday after, and one-half day on Christmas Eve and Christmas Day December 25.  
If any such holiday falls on Saturday, the preceding Friday shall be a holiday, and such holiday falls on Sunday, the following Monday shall be a holiday.  
Birthdays are a day off with pay.
7. Funeral leave will consist of: Immediate family, wife, husband, parents, and child-five (5) days off. Employees or your spouse's-Grandparents, brother or sister, three (3) days off.
8. All employees, whether full or part time are eligible to receive Workman's Compensation benefits if injured on the Job or if an employment related disease is contracted. This benefit will not be received if an employee was willfully negligent at the time of injury. Workman's Compensation will be funded by the Village.

**ABUSE OF ANY OF THE ABOVE WILL BE CAUSE FOR IMMEDIATE  
TERMINATION.**