

Town of Windsor, Virginia

Now Hiring: Waterworks Operator Trainee

FLSA Status: Non-Exempt

Department: Public Works

Updated: 10/2022

Our Community

The Town of Windsor, VA is located in the center of Isle of Wight County, at the intersection of Route 460 and Route 258. The current population is approximately 2,750. The Town is convenient to commuting from many areas of Hampton Roads.

Our Government

The Town of Windsor received its charter in 1902 and has a Council/Manager form of government with seven Town Council members. The employees of the Town provide high-quality services, which include police protection, planning and zoning, public works (Water distribution, park maintenance, and cemetery maintenance), a Town Center facility, finance and administration. Refuse collection is contracted out.

General Definition of the Position

Performs semi-skilled work assisting in the operation, maintenance and repair of the Town's waterworks system. Also, performs basic manual work related to building, grounds, and equipment maintenance and repair, and other work as apparent or assigned. Work is performed under direct to moderate supervision of the Maintenance Supervisor and Maintenance Foreman.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Assists with operation and maintenance of water utilities to include fitting, replacing, and installing water lines; replacing, repairing, and testing water meters; locating water lines using locating equipment, disconnecting, and reconnecting services.

Assists with collection of water samples.

Assists with maintenance of meter boxes and valve boxes to include adjusting, replacing, repairing, and cleaning boxes.

Assists with equipment maintenance.

Assists with maintenance of Town properties and facilities to include maintaining cleanliness of the Town.

Checks and maintains inventory.

Assists with the set up and take down the Town's seasonal and holiday decorations and banners.

Minimum Qualifications

High School diploma or GED.

Minimal experience in building, grounds, and utility operation, maintenance, and repairs.

Must possess a valid Virginia driver's license.

Special Qualifications

Shall meet criteria for Waterworks Licensure outlined in Virginia State Code Section 18VAC160-30-60, which can be found here: <https://law.lis.virginia.gov/admincode/title18/agency160/chapter30/section60/>

Shall obtain Waterworks Operator Class 5 license within two (2) years of hire.

Job Specifications

General knowledge of the methods, materials, tools and equipment used in water, building, utility and grounds maintenance and repair;

General knowledge of hazards and safety precautions associated with type of work assigned;

Town of Windsor, Virginia

General knowledge of applicable codes, pertinent inspection and safety requirements;
Skill in the use of hand and power tools of the trade; ability to recognize and diagnose problems;
Ability to operate water meter reading and water line locating equipment;
Ability to follow oral and written instructions;
Ability to understand oral and written directions;
Ability to get along with others.

Working Conditions

Work requires the frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force.

Work regularly requires standing, walking, speaking or hearing and using hands to finger, handle or feel, frequently requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting and climbing or balancing.

Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Work frequently requires working near moving mechanical parts, exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather) and occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Work requires occasional after hours performance of job duties.

Work requires use of Personal Protective Equipment (PPE) when appropriate.

Compensation Package

The Town of Windsor offers a competitive benefit package, including full coverage of employee health insurance and partial coverage for a dependent or family.

The Town participates in the Virginia Retirement System (VRS) a defined benefit program, offers vacation, sick, and bereavement leave, and provides assistance with acquisition and maintenance of licenses and credentials.

Term life insurance and AFLAC insurance are available at reasonable rates.

The pay range for the Waterworks Operator Trainee position is \$15.24 - \$22.87 per hour, annualized to \$31,709.15 - \$47,563.72 per year, commensurate with experience and/or qualifications.

The Town of Windsor, VA is an Equal Opportunity Employer (EOE).

How to apply

Applications can be obtained at www.windsor-va.gov/page/employment-opportunities/ or at the address below.

Qualified applicants can forward a completed application to:

William Saunders, Town Manager
8 E Windsor Boulevard
P. O. Box 307
Windsor, VA 23487
wsaunders@windsor-va.gov
(757) 242-4288