

## **Job Description for Village Patrolman**

Applicant shall be an individual that can work efficiently and unsupervised. They shall be of good character and make good use of time. Applicant shall be on probation for a period of one (1) year and can be terminated for any reason in that time period. Employee will have an annual contract after that time.

### **Applicant shall:**

Have necessary Drivers licenses for operation of Village equipment.

Make repairs and do painting on Village equipment whenever possible minimizing outside labor expenses.

Have knowledge of basic electrical, piping, and mechanical operations.

Perform routine maintenance on all equipment, keeping it in good condition. Perform routine maintenance on Municipal Building.

Remove snow and apply salt to Village Streets, Alleys, Parking lots, Sidewalks as needed in a timely fashion. Have skillset to operate all necessary Village equipment.

Agree that mileage will be not be paid for normal day to day operations, only authorized mileage will be paid.

Make repairs to streets and sidewalks as needed.

Repair any broken water pipes, water meters, must keep track of broken water meters, do sewer pipe repairs, or other Village emergency repairs. Must read meters on a timely basis. Samples must be sent to testing labs as needed.

Must Cooperate with Village Board and all Regulatory agencies.

Work with the DNR to promote smooth operations.

Repair and replace any Road, Street or Traffic signs as needed.

Assist with Traffic control in Village Emergencies.

Do any mowing and weed cutting needed on Village property, Parks etc.

Assign tasks and supervise any part-time or summer help employees.

Do all tasks and reports required for the DNR. Reports must be done online.

Check parks, Campground, Municipal Building daily. Do needed cleaning, Remove trash, check bathrooms, etc. Do walk through twice a day of Campground Shower room and Municipal Building.

Drag Ball Diamond as needed to keep in playing condition.

Assist with Park activities.

Maintain all sewer plant property and equipment.

Address Citizen Concerns assisting residents when possible.

Keep an updated inventory of all Village equipment.

Maintain inventory of supplies for Village Properties.

Do required paperwork required by Government Entities.

Make sidewalk or Street repairs as needed.

Obtain all required State Licenses in a timely manner or agree to terminate employment.

Learn routing of all Utility lines in the Village.

Run Water and Sewer Utilities as efficiently as possible to achieve good test results and low operating costs. Must also do all related paperwork.

Any other duties that are assigned by Village President or Clerk.