

THE TOWN OF ENCAMPMENT

is now accepting the following
applications for the position of

MAINTENANCE/OPERATOR

This is a full-time benefitted position.

Applicants must have a valid Wyoming driver's license and be able to pass a drug test. Applicant must possess basic computer skills and be able to pass Level 1 Water Treatment, Lagoon System and Level 1 Distribution licenses within six months. Further licensing requirements will also apply.

Position includes water and sewer system operations, general maintenance including, but not limited to maintenance of equipment, streets, parks, cemetery and other related town activities. Heavy equipment operation is also involved.

Wage will be based on experience.

Application and job description are available at the
Encampment Town Hall
Located at 614 McCaffrey Avenue.

Position will remain open until filled.

The Town of Encampment is an
Equal Opportunity Employer.

**TOWN OF ENCAMPMENT
MAINTENANCE/OPERATOR
JOB DESCRIPTION**

GENERAL STATEMENT OF DUTIES:

Individual must perform skilled technical work in the operation, maintenance and repair of the Town water/wastewater system, and maintenance of streets, parks, cemetery, and any other related Town activities as assigned.

EXAMPLE OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this job.

Installation and repair of water and sewer lines.

Make periodic rounds of pumping and lift stations to check for efficient operations; consults with appropriate staff to determine desired operating procedures; takes tests to assure conformance with governmental regulations.

Inspects and performs complex maintenance work of various system components such as pumps and motors; analyzes operational problems and initiates requests for major maintenance of malfunctioning equipment.

Performs general repair and maintenance work on pumps and pump houses; operates emergency pumps and air compressors as necessary.

Performs street maintenance including grading, snow plowing in winter months, drainage, and any other maintenance required.

MINIMUM REQUIREMENTS:

Must have the ability to learn to operate backhoe, grader, sewer jetter and rodder, and pumps and other instrumentation as required by the position.

Participate in, and may supervise the locating, checking and repairing of water or sewer line breaks or plugs.

Perform the duties and responsibilities of the water/wastewater plant operator.

Perform related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Individual must possess basic knowledge of the principals, methods, techniques, equipment and materials common to water/wastewater systems maintenance and repair.

Individual must be a team player and self-motivated.

Possess knowledge of water/wastewater testing and treatment techniques.

Possess knowledge of the hazards and safety precautions common to water/wastewater operations.

Possess skill in the use and operations of a backhoe or grader as required by the position.

Individual must have experience and ability to perform moderate to heavy tasks for extended periods of time in all kinds of weather and have no fear of heights or confined spaces.

Possess ability to direct the work of other personnel if required.

Possess good verbal and written skills and have the ability to follow verbal and written instructions.

Possess basic computer knowledge to include the use of Microsoft Word, Microsoft Office, Excel spreadsheets and use of email.

Possess ability to keep accurate records.

Possess ability to establish and maintain effective working relationships with other employees and the public.

Position requires that individual will be on call on a rotating basis and may be called out at any time for emergencies.

EDUCATION:

High School graduate or equivalent.

EXPERIENCE:

Individual must possess or have an appropriate water/wastewater license as required by the position or be able to obtain the level I licenses within *six months* of employment. Further licenses required for fully qualified plant operator status should be obtained within one year of employment. Rules governing license requirements are set forth in Wyoming state statutes are governed by the WY Department of Environmental Quality.

Following *initial* licenses apply

- Level I Water (within 6 months)
- Level I Distribution (within 6 months)
- Lagoon Systems (within 6 months)
- Level II water (within one year)

Applicant must be willing to obtain continuing education hours to retain operator licenses. Continuing Education may require travel from home at the expense of the town.

APPLICATION FOR EMPLOYMENT

Town of Encampment
614 McCaffrey Ave. / PO Box 5
Encampment, WY 82325
307-327-5501

NOTE: The application must be completed by the applicant.

PERSONAL INFORMATION

Date _____

Name _____
Last First Middle

Physical Address _____
Street City State Zip

Mailing Address _____
City State Zip

Phone Number _____ USA Citizen Yes _____ No _____

Position Desired _____ Date you can Begin Work _____

Can you perform the job with or without special accommodation? Yes _____ No _____

Current Employer _____ May We Contact? _____

Phone _____

Have You Ever Applied To the Town Before? _____ When _____

Are You Related To Anyone Employed by the Town of Encampment? _____

If yes, who? _____

EDUCATION	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grade School				
High School or GED Equivalent				
College				
Trade, Business or Correspondence School				

Areas of Special Study or Degree(s) _____

Skills and Qualifications _____

Professional Licenses or Certifications _____

Military Service _____
 Present Service in the National Guard or Reserves _____

***** APPLICANT MAY ALSO CHOOSE INCLUDE A RESUME**

FORMER EMPLOYERS (List Below Last Four Employers, Starting with Most Recent Employer First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

REFERENCES: Give Below the Names of Three Persons Not Related to You Whom You Have Known At Least One Year

Name	Address	Phone	Business	Years Acquainted

Person to call in case of Emergency _____ Phone No. _____

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, nothing herein contained shall be construed to be a contract between the employer and the employee. Additionally, this document is not to be construed as binding terms and conditions of employment. The Town of Encampment retains the absolute right to terminate any employee at any time, with or without good cause.

Date _____ Signature _____