

## **Village of Rio, Wisconsin**

### **Job Title**

Public Works / Sewer and Water Maintenance Worker

### **Salary**

Depending on qualifications

### **General Description**

This is semi-skilled heavy manual work within the Village of Rio Public Works and Water and Sewer Department. Under the general supervision of the Public Works Director, an employee performs a variety of laboring tasks, and may be asked to operate related equipment as assigned. Work is typically subject to close review, although employees are expected to exercise some judgment within established guidelines. This position requires good communication skills and daily interaction with Village of Rio residents.

### **Examples of Duties and Responsibilities**

#### ***Public Works:***

Operate equipment such as lawn mowers, loaders, street sweepers, snow plows, dump trucks, trucks.  
Perform routine asphalt and concrete patching and refinishing work.  
Perform snow and ice removal work using hand tools and snow removal vehicles and equipment.  
Wash and clean vehicles and specialized equipment.  
Operate hand tools such as chain saws, drills, saws,  
Perform hand sweeping, weed cutting, etc.  
Perform routine building maintenance and cleaning tasks.  
Utilize computer systems for inventory and work order procedures.  
Supervise assigned help as required.  
Perform related work as required.

#### **Water and Sewer:**

Assist in the cleaning, maintenance, repair and installation of storm and sanitary sewer mains and laterals, inlets, catch basins, and manholes by performing related heavy manual work. Set up traffic control devices. Assist with set-up of cleaning and inspection equipment.  
Install, maintain, and remove sewer sampling equipment.  
Conduct water testing and sampling per guidelines  
Perform confined entry work. Communicate location of rod or hose from upstream and downstream manholes.  
Assist crew repair and construction of storm and sanitary sewers.  
Build, install, and adjust manholes, catch-basins, inlets, and sewer mains.  
Perform related work as required.  
Minimum Qualifications

**Knowledge, Skills and Abilities:**

Working knowledge of the types and uses of tools, materials, methods and practices used in public works maintenance and repair work. Working knowledge of and ability to use computer software applicable to the duties of the position. Ability to understand and follow oral and written directions. Ability to record basic information and utilize computers for inventory and work order procedures. Ability to perform heavy manual labor for extended periods of time, sometimes under adverse weather conditions. Ability to exercise physical strength and agility consistent with heavy manual labor (e.g., lifting heavy equipment, hoses, refuse containers and materials; shoveling snow; etc.). Ability to perform a variety of semi-skilled maintenance tasks from rough sketches or layouts. Ability to operate specialized and standardized automotive equipment and attachments. Ability to maintain adequate attendance. Good communication and customer service skills.

**Training and Experience:**

Generally, positions in this classification will require:

Experience in performing semi-skilled mechanical or building trades maintenance tasks, including a minimum of 6 months experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

**Special Requirements**

Possession of a valid Class B Wisconsin Commercial Driver's License or obtain within 6 months of hire. A condition of continued employment is passage of the skills portion of the test and obtaining the required operator's license within a specified timeframe. Specific endorsement requirements will be determined on a position by position basis. Obtain state water and sewer certificates within 1 year of hire date.

**Physical Requirements:**

Employees in this position must be able to lift/carry objects weighing up to 50 pounds frequently and must be capable of lifting 100 pounds maximum weight. In addition, they must be able to frequently bend, twist, squat, climb and reach for extended periods of time. Work in all weather conditions.

**Apply Today:**

Ready to take the next step in your career? Submit your resume and cover letter along with the Village of Rio Employment Application to [astone@riowi.gov](mailto:astone@riowi.gov) or by mail to Village of Rio, Amy Stone 207 Lincoln Ave., PO Box 276, Rio, WI 53960. You may also drop the application off at the Village office. All applications and materials must be submitted by 3:00 pm, July 2, 2026.