



**JOB DESCRIPTION**

**POSITION TITLE:** Public Works Laborer

**DEPARTMENT:** Public Works

**REPORTS TO:** Operations Manager/Utilities Manager

**FLSA CATEGORY:** Non-Exempt

**EMPLOYMENT CLASSIFICATION:** Full-Time

**PAY TYPE:** Hourly

**LATEST REVISION DATE:** 2/2019

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**POSITION SUMMARY**

Provides general labor and technical skills in support of the delivery of public services, including, but not limited to; sanitary, storm and water utilities, maintenance of public streets and right-of-way, forestry, parks & recreational facilities, building maintenance, inspection of construction in-progress, heavy equipment operation, and maintenance of vehicles and equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintenance and operation of a water production and distribution system, a sanitary sewer collection system (including monitoring systems function via remote computer systems) and a storm water collection system.
- Monitoring and operation of wells, hydrants and valves including data and water sample collection.
- Performs repair of water main breaks, service leaks and curb boxes. Also performs installation of water meters, leak detection and inspections, and customer service complaint investigations.
- Performs sewer main and manhole repairs; inspects, televises and analyzes sewer main problems; and operates equipment required to clean sewer mains and lift stations.
- Using locator and record drawings, accurately locates and marks electrical, fiber optic, water, sanitary, and storm sewer mains and laterals as needed. Verifies accuracy of field data and coordinates as necessary with maintaining Village GIS mapping and data.
- Accurately reads and records water meter readings and coordinates with the Utility Billing Clerk. Performs final meter readings as assigned. Tests and records data for meter maintenance.
- Maintains public streets and right-of-way. Removes snow, performs salting and ice control, clears walks and trails, installs snow fence, brush pick-up, debris removal, minor to major pavement repair, flatwork, street tree management (pruning, removal, planting), repair and clean catch basins.
- Assists in maintenance of parks and other public grounds as assigned. May include mowing and trimming grass, grooming ball diamonds, field maintenance, installs and maintains landscaping and fencing, empties trash and recycling containers, flood ice rinks, stores and maintains seasonal equipment.
- Performs minor building repair, maintenance and remodeling projects, painting, cleaning. Additional minor repair and maintenance duties may be assigned including heating and cooling, electrical and plumbing.
- Install and repair street signs and posts and knowledge of MUTCD.
- Performs duties as assigned in the maintenance and operation of the Village compost site.

- Operates various major equipment and vehicles as necessary to carry out duties assigned including snow plows, dump trucks, tractors, backhoes, sewer cleaning equipment, and street sweeper.
- Performs vehicle and equipment maintenance and upkeep including, but not limited to, record keeping, refueling, washing and minor maintenance or repairs. Major maintenance and repairs may be assigned including engine or drivetrain repair, welding and fabrication.
- Assist in maintaining and managing department inventory of supplies, materials, tools, signs, etc.
- Follows all state laws, local regulations and work rules pertaining to job safety. Reports any near misses and violations of safety laws, regulations and rules to their supervisor.

#### *Miscellaneous*

- Keep informed of current trends and technology in areas of responsibility and apply to assigned functional area of responsibility.
- Performs related duties as assigned.

#### **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to operate a variety of tools and equipment including; hand tools, dump truck and plow, backhoe, sewer cleaning equipment, street sweeper, brush chipper, chain saws, lawn mowers and tractors, various other small power tools.
- Ability to maintain equipment and vehicles assigned to operate and evaluate when such maintenance or repairs can be completed in-house or requires outside services.
- Ability to manage multiple work assignments, prioritize, and complete all assignments accurately and in a timely manner.
- Ability to take direction, facilitate communication, resolves problems, work individually and as part of a team, receive and give constructive criticism.
- Ability to make sound decisions and exercise good judgment in the absence of supervision.
- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and makes use of the principles of descriptive statistics.
- Ability to comprehend and interpret policy and procedure manuals, work rules, safety procedures, construction plans, GIS mapping and record drawings.
- Ability to record and deliver information, explain procedures and follow directions and instructions accurately and in a timely manner.
- Ability to communicate effectively and courteously with the general public, board members, administration, supervisors, other Village employees, construction contractors, and others.

#### **REQUIRED EXPERIENCE, EDUCATION AND TRAINING**

- High School Diploma or equivalent.
- Minimum of two years of directly related work experience.
- Must possess a valid Wisconsin driver's license and access to an operable and licensed vehicle.
- Must possess a valid Wisconsin Commercial Driver's License (CDL) Class A minimum or Class B minimum with ability to obtain a Class A within 3 months of the date of hire.
- Position requires occasional overtime work and carrying a pager on a rotating schedule for on-call assignments.
- Must pass a post-employment offer drug screen and physical along with periodic testing required for the maintenance of CDL License.
- Must attend Village safety training sessions required for position and meet and associated testing requirements.

### *Additional Desired Training/Licenses*

- Waterworks Operator Certification from Wisconsin Department of Natural Resources (Class/Grade depending upon position duties assigned)
- Wastewater Operator Certification from Wisconsin Department of Natural Resources (Class/Grade depending upon position duties assigned)
- Direct experience as a heavy equipment operator (backhoe, excavator, loader).
- Certified in Confined Spaces Entry or ability to obtain within 6 months of date of hire.

### **PHYSICAL DEMANDS**

- This position is performed in both indoor and outdoor settings, possibly in adverse weather conditions along with the ability to sit, stand and walk and do repetitious tasks for an extended period of time.
- Requires the ability to frequently lift loads of up to 100 pounds.
- Requires the ability to climb and descend a ladder.
- Requires the ability to operate/use hand tools, power tools, motorized vehicles and equipment.
- Requires the ability to effectively communicate verbally with citizens and other staff members.
- Ability to operate office equipment to include telephone, pagers, computers, printers, and photocopier.

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*This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.*