



JOB DESCRIPTION

POSITION TITLE: On-Call Public Works Laborer

DEPARTMENT: Public Works

REPORTS TO: Operations Manager

FLSA CATEGORY: Non-Exempt

EMPLOYMENT CLASSIFICATION: On-Call, Temporary, Part-Time

PAY TYPE: Hourly

LATEST REVISION DATE: 2/2019

POSITION SUMMARY

Provides general labor and technical skills in support of the delivery of public services, including, but not limited to; winter maintenance of public streets and right-of-way, heavy equipment operation, and maintenance of vehicles and equipment. All work is performed in an on-call, as-needed basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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, clean catch basins.
- Operates various major equipment and vehicles as necessary to carry out duties assigned including snow plows, dump trucks, loaders, and backhoes.
- Performs vehicle and equipment maintenance and upkeep including, but not limited to, record keeping, refueling, washing and minor maintenance or repairs.
- 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 and commercial driving. 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, loader, and 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 reliable transportation.
- Must possess a valid Wisconsin Commercial Driver's License (CDL) Class B minimum.
- Position requires occasional overtime work and must be available for on-call assignments.
- Must pass a post-employment offer drug screen and physical along with random 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

- Direct experience as a heavy equipment operator (backhoe, loader).
- Direct experience plowing and salting public roads, streets, and highways.

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 eighty 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, photocopier, and fax machine.

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.