



## Job Description

### **POSITION TITLE: Public Works & Utility Crew Member**

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**FLSA Category:** Non-Exempt

**Department:** Public Works

**Pay Type:** Hourly

**Reports To:** Director Public Works

**Starting Rate:** \$22.00

**Supervises:** N/A

**Employment Classification:** Full Time

#### **JOB SUMMARY**

The Department of Public Works & Utility Crew Member is a regular hourly position (minimum 40 hours/week). 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. The position is required to perform weekly "on-call" duties on a rotational schedule

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintenance and operation of wells, hydrants and valves including data and water sample collection.
- Performs installation of water meters, leak detection and inspections, and customer service complaint investigations.
- Performs sewer main and manhole repairs; investigates sewer main problems.
- 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 Clerk. Performs final meter readings as assigned. Tests and records data for meter maintenance.
- Maintains public streets and right-of-way. Performs snow removal operations and ice control, clears walks and trails, brush pick-up, debris removal, minor to major pavement repair, flatwork, street tree management.
- Assists in maintenance of parks and other public grounds as assigned.
- Performs minor building repair, maintenance and remodeling projects, painting, cleaning.
- Install and repair street signs and posts.
- Performs duties as assigned in the maintenance and operation of the Village yard waste site.
- Operates various equipment and vehicles as necessary to carry out duties assigned including but not limited to snowplows, dump trucks, tractors, backhoes, sewer cleaning equipment.
- Performs minor vehicle and equipment maintenance and upkeep.
- 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.

**ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to operate a variety of tools and equipment Used in Public Works and facilities maintenance.
- 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 comprehend and operate electronic devices and software, including Microsoft products, GIS, and SCADA systems
- Ability to comprehend and interpret policy and procedure manuals, work rules, safety procedures, construction plans 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 public, board members, administration, supervisors, other Village employees, construction contractors, and others.
- Performs related duties as assigned by supervisor.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Minimum education shall include a high school diploma or GED.
- Valid WI Driver's License (class D) and a class "B" endorsement for a Commercial Driver's License (CDL) or the ability to obtain one within (6) months of hire.
- Must pass a post-employment offer drug screen and physical along with periodic testing required for the maintenance of CDL License.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

The Public Works & Utility Crew Member must be able to perform manual tasks requiring physical strength and the ability to lift up to 100 pounds, subject to working in extreme weather conditions along with the ability to sit, stand and walk and do repetitious tasks for an extended period of time. Crew Member must be available for emergency calls at any time of the day or night in any instance of snow removal or other Village emergencies as required.