

PART TIME PUBLIC WORKS MAINTENANCE WORKER

Grade: Pay Range 4

General Statement of Duties: Performs a variety of semi-skilled and skilled work and has the ability to operate a variety of equipment in the construction, operation, repair, maintenance, and replacement of City streets, alleys, sidewalks, curb & gutter, culverts, driveways, parking lots, sanitary sewers, storm drainage systems, buildings, grounds, cemeteries, open spaces, parks, recreational systems and other Public facilities.

Supervision Received: Works under the general supervision of the Public Works Foreman and/or the Park and Cemetery Foreman as assigned.

Supervision Exercised: None generally. May serve as a lead worker at times. May supervise community service workers or temporary employees as required or assigned.

Essential Duties and Responsibilities: Assists in the inspection and/or repair of streets, drainage systems, and sewer at frequent intervals to insure that all aspects of the systems are functioning properly.

Ability to work on standby duty. Ability to safely and effectively plow snow during snow removal operations and/or to adjust for and be available for work because of changes in work schedule due to emergencies such as snow removal, ice control, flood control, etc.

Maintains a variety of records relating to inspections and maintenance activity.

Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon they will be opened or turned back on.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools before and after use.

Drives trucks of various sizes and weights in the loading, hauling, and unloading of various equipment and contraction materials such as gravel, asphalt, sand, etc.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to appropriate supervisor and/or mechanic; cleans equipment.

Operates or has the ability to operate light and medium-sized construction and power equipment, such as mechanized broom, compressor, rollers, sewer jetter truck or backhoe/loader.

Performs all duties in conformance to appropriate safety and security standards and in conformance with City policy.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, shoveling, placing and compacting asphalt, building of concrete forms, concrete placing and finishing, ditch digging and filling, concrete removal, brick laying, sanitary and storm sewer manhole and line cleaning, main and pipe repair, laying and backfilling pipe, mowing grass and weeds, opening and closing graves, planting of grass, bushes and trees, painting all types of Public equipment and buildings .

Sets up traffic control for construction zones, including barricades, lights, and signs as needed.

Assists in maintaining traffic signals, signs, and other traffic control measures as assigned.

Operates a variety of power construction and maintenance equipment used in the Wastewater Treatment Utility, Water Utility, Street and, Parks and Recreation Departments.

Inspects, washes and performs routine maintenance of park or cemetery drinking fountains and restrooms.

Sweeps, washes, paints and repairs or replaces park tables, barricades, signs, play equipment and other park facilities.

Performs semi-skilled interior building maintenance such as painting, plumbing, carpentry and other unskilled and semi-skilled trades work.

Performs routine maintenance on lawn and power equipment.

Plants lawns, trees, shrubs and flowers.

Carries out the seeding, fertilizing, top dressing, soil conditioning, watering and pest and weed control of parks, cemeteries and other open spaces.

Operates tractors, mowers, jackhammers, welders, trucks, steam cleaners, buffers, washers and other equipment as needed.

Maintains current skills and knowledge in the proper and safe methods and techniques in the areas of Public Works.

Assists as needed at the Wastewater Treatment Plant. Assists with the disposal of sludge and operates equipment for sludge disposal on farmland or other designated disposal area.

Assists in the construction of new public facilities in Public Works, Public Utilities and Park and Cemeteries, including clearing, grading, drainage and foundation work.

Assists with keeping records of work completed.

Performs all other related duties as assigned by either the Public Works Foreman or other supervisor.

Peripheral Duties: Services on various employee or other committees as assigned.

Desired Knowledge, Skills and Abilities:

Education Training and Experience:

- (A) Graduation from high school education or GED equivalent; and
- (B) Minimum of two (2) years of experience relating to construction, repair and maintenance, or repair of all types of public facilities; or
- (C) Any equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- (A) Considerable knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities of all types of public facilities. Considerable knowledge of the hazards and safety precautions of performing all areas of the work.
- (B) Skill in operation of some of the listed tools and equipment. Ability to learn and operate all types of tools and equipment.
- (C) Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public; ability to understand and carry out written and oral instructions.

Special Requirements: Must possess and maintain a valid Wisconsin driver's license with all applicable Commercial Drivers' License endorsements or have the ability to obtain within six (6) months of employment.

Tools and Equipment Used: Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, sludge truck, street roller, man lift, tamper, plate compactor, saws, pumps, propane kettle, compressors; lawn and landscaping equipment including tractors, mowers, chain saw, edgers, weed trimmers, electric motors, pumps, sprinklers; sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, calculator, computers and miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical and cement finishing work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, walk, talk and hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 35 pounds, often lift and/or move up to 60 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

Other Conditions:

In accordance with City policy, a drug and alcohol test will be required prior to employment and residency within ten miles of City Hall is required within six-months of the completion of the probationary period and must be maintained throughout City employment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.