

VILLAGE OF SAUK CITY Job Description PUBLIC WORKS LABORER

REPORTS TO:

Public Works/Utility Director

POSITION SUMMARY:

The Public Works Laborer performs a wide range of duties supporting and maintaining the Village's facilities, streets (including snow and ice removal), sanitary and storm sewers, parks, machinery/equipment, and other assignments as determined by the Public Works Director or Village Administrator.

WORKING HOURS OF POSITION:

1. Typical workday is Monday through Friday, with hours from 7:00am to 3:30pm.
2. Occasional mandatory weekend/holiday park maintenance rotation (April-October).
3. Reports to work for after-hours needs as assigned. (i.e. winter emergency, severe weather, sewer backup emergency, etc.)

ESSENTIAL DUTIES include, but are not limited to, the following:

1. Works on a street maintenance crew doing general labor tasks.
2. Maintains streets, sanitary and storm sewers, and all Village parks and parking lots.
3. Sweeps and cleans streets, sidewalks and shop areas, culverts, sewers, and drainage structures.
4. Picks up brush and refuse/debris on streets.
5. Digs out and backfills holes.
6. Repairs storm sewer catch basins and storm sewers.
7. Patches streets with asphalt, fills potholes.
8. Operates trucks/equipment/plows, spreads salt and sand, and shovels during snow and ice control operations.
9. Loads and unloads material, equipment and supplies on trucks.
10. Assists in cleaning and servicing Village vehicles and equipment.
11. Performs routine inspections, safety checks, and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor.
12. Prunes and removes trees and shrubs in parks and other Village property.
13. Mows and trims lawns, and cuts weeds.
14. Picks up leaves and compost.
15. Assists in water main repair.
16. Maintain and install traffic, street and park signs and poles. Paints street and parking lot markings.
17. Inspects park playground equipment.
18. Maintains records as requested.
19. Drives trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, gravel, and sand.

20. Operates a variety of power construction and maintenance equipment used in street maintenance and repair.
21. Other assignments as directed by the Public Works Director or the Village Administrator.
22. Performs all duties in conformance to appropriate safety and security standards.

PHYSICAL DEMANDS:

1. Standing, walking, sitting, stooping, kneeling, and crouching.
2. Climbing, balancing, bending, and twisting.
3. Reaching and feeling.
4. Hearing is required to perceive information at normal spoken word levels.
5. Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
6. Far vision (the ability to distinguish objects clearly at 20 feet or further with glasses if needed) and near vision (the ability to distinguish object clearly at 20 inches or less with glasses if needed) is required.
7. Lifting, carrying, pushing/pulling, handling, holding, grasping, manipulating or controlling objects with the hands.
8. Regularly lift up to 25lbs, frequently lift up to 50lbs, occasionally lift over 100lbs.
9. Operate machinery and vehicles day and night.

ENVIRONMENTAL/WORKING CONDITIONS OF POSITION:

1. Only 25% or less of the workday is spent indoors; the remaining workday is spent outdoors under all weather conditions.
2. Exposure to extreme cold and extreme heat, wet and humid weather.
3. Exposure to noise, vibrations, and heavy traffic conditions.
4. Possible exposure to fumes, mist, gases, dust, and odors.
5. Work may be performed above or below ground, to include confined spaces per training.

EQUIPMENT USED:

1. Calculator and measuring devices.
2. Hammers, wrenches, screwdrivers, and other hand tools.
3. Power tools, chainsaws, air hammer, jack hammer, shovels, and brooms.
4. Sewer jetter and pumps.
5. Street sweeper and leaf vacuum machine.
6. Motorized vehicles and equipment including pickup trucks, utility trucks, tractors, and mowers.
7. Heavy equipment including, but not limited to loader, sweeper, chipper, dump trucks, earth moving equipment, mini excavator, and snowplows.
8. Mobile radio, phone.
9. First aid equipment.
10. Hearing and eye protection and hard hat.

EDUCATION and/or EXPERIENCE

- 1. High school diploma or GED equivalent.
- 2. One to three years related municipal public works experience and/or training is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- 1. Valid Wisconsin driver’s license and possession of Class B CDL (Commercial Driver’s License) or higher required.

KNOWLEDGE AND SKILLS REQUIRED FOR POSITION

- 1. Experience in driving and operating power equipment and heavy machinery.
- 2. Working knowledge of materials, methods and procedures used in maintenance, construction, and repair activities. Understanding of how to maintain and repair equipment.
- 3. Ability to perform heavy manual tasks for extended periods of time.
- 4. Knowledge of occupational and safety hazards and precautions necessary in the workplace.
- 5. Ability to establish and maintain effective working relationships with employees, other departments, and the public, and must be able to interact with others to accomplish tasks without arousing hostility.
- 6. Ability to understand and carry out written and oral directions and instructions.
- 7. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- 8. Ability to read and comprehend simple instructions, short correspondence, and memos, and to write basic correspondence.
- 9. Understanding of how to properly complete time sheets.
- 10. Understanding of how to complete a purchase order.

COLLECTIVE BARGAINING AGREEMENT

Non-union position

BEHAVIOR AND ATTITUDE

The mission and philosophy of the Village of Sauk City requires this position to be performed in both a professional and personable manner. The manner in which the employee relates to fellow employees and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each visitor and fellow employee is a requisite of successful job performance. In addition, confidentiality of the Village business must be maintained.

Supervisor Signature

Applicant/Employee Signature

Date

Date