



Job Description

Public Works Crew Member

GENERAL STATEMENT OF POSITION: The Public Works Crew Member performs all tasks involving the installation, maintenance, repair, and operation of Village facilities, parks, water and sewer systems, and mechanical equipment. This position operates light and heavy equipment and performs a variety of tasks including snow removal and ice control, storm water maintenance, mowing, and other general maintenance activities.

ESSENTIAL JOB FUNCTIONS

1. Infrastructure Maintenance

- Performs street repair, construction, and maintenance activities including asphalt and concrete work, curb and gutter repair, signage, pavement markings, right-of-way maintenance, snow plowing, and application of salt/sand to Village streets and sidewalks.
- Performs stormwater system maintenance including cleaning catch basins, culverts, and drainage structures.
- Maintains and repairs Water System facilities, including repair of Water Main breaks, routine maintenance of fire hydrants and valves, and weather related duties as assigned.
- Provides locates and markings of infrastructure for water, storm, and sanitary.

2. Parks Maintenance

- Maintains and repairs park facilities including boat launches, park shelters, and other grounds facilities.
- Maintains Village parks and perform landscape operations such as mowing, tree trimming, reseeding/resodding damaged grass areas.
- Performs regular maintenance of trees and shrubs, perennial and annual flower beds, including planting, weeding, watering, mulching, deadheading, and pruning.

3. Village Services

- Operate a variety of equipment & machinery including dump trucks, tractors, front end loaders, mowers, hand & power tools, and other items in the performance of tasks.
- Participates in service delivery including refuse collection, brush collection, leaf collection, snow plowing, salting, sanding, and ice control operations.
- Performs preventative maintenance on equipment including sharpening mower blades, oil changes, pressure washing, etc. and reports deficiencies requiring repair or replacement.
- Maintains required certifications and participates in training necessary to safely perform assigned duties and support department operations.

OTHER JOB FUNCTIONS

1. Participates in relevant organizations, conferences, and seminars as other duties allow.
2. Assists with the preparing park facilities for Village events.
3. Maintains an orderly and safe work area in the field, shop, buildings, and common areas.
4. Clean equipment and vehicles as needed.
5. Performs other duties as assigned by the Public Works Director or Public Works Foreman.



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of methods, materials, tools, and equipment commonly used in related public works maintenance and grounds care work.
2. Knowledge of the rules of safe operation of equipment and tools, workplace safety, and accident prevention.
3. Skills in written and verbal communication skills, complemented by strong customer service and interpersonal skills.
4. Ability to perform heavy manual and semi-skilled tasks incorporating strenuous physical activity of extended periods of time often under adverse weather and environmental conditions.
5. Ability to understand and follow oral and written directions and maintain required records.
6. Ability to develop and maintain effective working relationships including tactful and courteous interactions with the general public.

EDUCATION AND EXPERIENCE: A High School diploma or GED and at least 6 months of experience in a public works, construction, or landscaping experience including varied manual tasks or equivalent role. Desired qualifications include an associate's degree or higher in a field related to the core responsibilities, water operator certification, and knowledge of small engines. Professional training or work experience may be considered with qualifications.

WORK CONDITIONS AND PHYSICAL REQUIREMENTS: Performs work in vehicles and outdoor settings in all weather conditions, including prolonged periods in extreme weather, with exposure to heat, cold, noise, dust, fumes and other environmental factors. Work requires the ability to sit, stand, reach, bend, stoop, stand and walk for extended periods, and lift objects up to 70 pounds repeatedly. Work requires climbing, operating equipment, or working in confined spaces. Required to participate in an "On-Call" rotation in case of emergencies including but not limited to water main breaks, sanitary sewer backups, storm related debris clearance, and snow removal.

ADDITIONAL REQUIREMENTS: Must possess and maintain a valid Wisconsin driver's license and valid Wisconsin Commercial Driver's license, or be able to acquire a valid CDL within six (6) months of date of hire. Must have no felony or domestic abuse convictions, possess no charges or allegations of sexual misconduct, participate in virtual and in-person interviews, undergo medical screening, undergo drug screening, sign a waiver and release for personal information, and pass a comprehensive background investigation.

STARTING SALARY: \$29.81 - \$31.19 hourly dependent upon qualifications. The Public Works Crew Member is a non-exempt position that reports to the Public Works Director.

DISCLAIMER

The above is intended to describe the general content and requirements of this position. It is not an exhaustive statement of duties, responsibilities, or qualifications.