



Job Description

POSITION TITLE: Public Works & Utility Crew Member

JOB SUMMARY

The Department of Public Works & Utility Crew Member is a regular hourly position (40 hours/week). Provides general labor and technical skills in support of the delivery of public services, including, but not limited to; maintenance of public streets and right-of-way, forestry, parks & recreational facilities, building maintenance, inspection of construction in-progress, heavy equipment operation, sanitary, storm and water utilities, and maintenance of vehicles and equipment. The position is required to perform weekly "on-call" duties on a rotational schedule

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, minor to major pavement repair, flatwork, street tree management (pruning, removal, planting), repair and clean catch basins.
- Assists in maintenance of parks and other public grounds as assigned. May include mowing and trimming grass, grooming ball diamonds, field maintenance, installs and maintains landscaping and fencing, empties trash and recycling containers, flood ice rinks, stores and maintains seasonal equipment.
- Performs minor building repair, maintenance and remodeling projects, painting, cleaning. Additional minor repair and maintenance duties may be assigned including heating and cooling, electrical and plumbing.
- Install and repair street signs and posts and knowledge of MUTCD guidelines.
- Perform duties as assigned in the maintenance and operation of the Village yard waste site.
- Assist in maintaining and managing the department inventory of supplies, materials, tools, signs, etc.
- Performs sewer main and manhole repairs; inspects, televises, and analyzes sewer main problems.
- 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.
- 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.
- Performs related duties as assigned.

QUALIFICATION REQUIREMENTS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- Possession of a valid Class "A" CDL driver's license with combination endorsements and updates to meet requirements for renewal or to meet new state mandated requirements to perform the job.
- Confined Space Entry training and certification desired pre-employment or ability to obtain post-employment.
- Excavations Safety/Competent Person Certification desired, pre-employment or ability to maintain post-employment.
- Personal Protective Equipment Training.
- Ability to take direction, facilitate communication, resolve 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.

SKILLS AND ABILITIES:

- Ability to operate a variety of tools and equipment Used in Public Works and facilities maintenance.
- Demonstrates skill and specialized knowledge of techniques and tools used in construction, maintenance, and repair of Public Works facilities, systems, and infrastructure, including the regular use of specialized equipment.
- Ability to listen, understand, retain, follow, apply, and communicate verbal and written instructions or directions.
- Working knowledge of Microsoft Office 365, GIS, and SCADA applications as well as a variety of other software applications.
- Ability to respond professionally and effectively to unforeseen changes in priorities.
- Must be able to function independently and make decisions based on sound judgment affecting areas of responsibility.

PREFERRED EDUCATION AND/OR 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.

RESIDENCY:

- Due to the need for emergency response, residency within the Village is encouraged or less than a 30-minute normal drive response time.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.
- Must pass a criminal records check, an employment physical, and a drug alcohol screening test ongoing per employee Manual.
- Participates in random testing as part of the Village's testing program.
- Work may be performed inside a building or structure or outside in varying and extreme weather conditions for extended periods of time.
- Physical effort may be required to perform heavy manual labor in conjunction with Public Works staff in cramped spaces and under uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.
- May be exposed to dust, traffic, and excessively loud noise from construction equipment.
- Must be able to maintain an awareness of any risk or physical hazards from mechanical and electrical equipment, exposure to live sewer systems, human debris, drug paraphernalia, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fume, paint, chemicals, and pesticides.
- Implements and coordinates with the Public Works Director all necessary safety devices and/or precautions necessary to maintain a safe working environment.
- Capable of lifting objects and equipment ranging in weight up to 80 pounds.
- Agrees to all requirements/per employee and procedures manual.
- Subject to 24 hours on call assignment under emergency conditions and to availability for rotating on-call assignments.

WORK SCHEDULE:

- This position is located at the Village of Hobart Public Works Department. Office hours are currently 6:00 AM to 2:30 PM with some evening and weekend work required.