

Village of Lomira Public Works Laborer

Job Expectations and Duties

(in addition to employee handbook regulations)

REPORTS TO: Director of Public Works

EMPLOYMENT CATEGORY: Full-Time

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of jobs, duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Village of Lomira retains and reserves any and all rights to change, modify, amend, add or delete from any section of this document as it deems, in its judgement, to be proper.

GENERAL NATURE OF POSITION:

This position is under the supervision of the Director of Public Works and is responsible for performing a wide variety of skilled and unskilled work associated with the operation and maintenance of streets, water utilities, storm water facilities, forestry, park maintenance, mowing, vehicle and equipment maintenance and public facilities maintenance. The work includes construction, operation, repair, maintenance, and replacement activities and involves the operation of a variety of different vehicles, machinery and equipment.

DESCRIPTION OF DUTIES

The following duties are normal for this position. These responsibilities are representative only and shall not be construed as declaring what the specific duties and responsibilities of this position are. They are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned. All duties are under the general direction of the Director of Public Works.

Essential Duties and Responsibilities include, but are not limited to:

An employee in this position may be called upon to perform any or all of the following:

(This list does not include all tasks an employee may be expected to perform.)

- Work independently or as a member of a crew under the supervision of a coordinator.
- Assist with maintenance of buildings and grounds.
- Perform sample collection and test samples for process control.
- Troubleshoot SCADA problems.
- Assist with maintenance of the collections system: lift stations, jetting of mains and televising of mains.
- Assist with process equipment maintenance and repair.
- Operate Utility equipment proficiently, small and heavy.
- Fill out work orders and service requests.
- Will be on call for a week at a time on a rotation basis in the Sewer Utility.
- Assist with winter maintenance operations; salting, hauling and plowing, when the Street Division needs assistance.
- WORK as a team member in the Sewer Utility and other divisions when necessary.
- Communicate effectively and efficiently with utility customers.

GENERAL

- Drives trucks and light utility vehicles of various sizes and weights in the loading, hauling and unloading of various equipment, including snowplows, tractors, loaders, street sweepers, skid steers, mowers, trimmers, pumps, generators, compressors, and related small engine equipment. Does general and trench excavation associated with the maintenance and repair of streets, sidewalks, storm sewers, parking lots, etc.
- Sweeps streets, patches potholes and street excavations, installs street signs, and paints street markings.
- Mows and trims grass and weeds, rakes and collects weeds, chips brush, and trims trees and shrubs.
- Maintains and cleans parks, recreational facilities, playgrounds and equipment, natural areas, drainage ways, and storm water management areas.
- Maintains Village owned or leased buildings, grounds and parking lots. Performs routine welding tasks and other maintenance tasks (such as minor roof repairs and painting and staining of Village owned buildings and equipment). Insures the proper maintenance of equipment and tools by cleaning and checking them after each use.
- Installs holiday decorations and flags during designated times.
- Perform routine maintenance tasks on all Street Department vehicles and equipment and makes sure that all Street Department vehicles and equipment are clean and properly cared for.
- Assists in operating a brush chipper on an as needed basis and in performing maintenance on the chipper.
- Clean storm sewer grates and catch basins on an as-needed basis.
- Assist in maintaining all Village owned buildings and grounds in excellent condition and help to ensure a safe, clean and secure work environment. Perform other related tasks as required and/or assigned.

EQUIPMENT USED

A variety of motorized vehicles and equipment, including dump trucks, utility vehicles, and construction equipment; street sweepers; front end loaders; snowplows; snow blowers; skid steers; mowers and trimmers; common hand and power tools; brush chipper; and pumps, compressors and generators.

WORK ENVIRONMENT AND WORKING CONDITIONS

works in a normal shop setting and under uncontrolled field conditions; some overtime is required, including periodic weekend work; subject to 24-hour emergency call-in; may be required to work extended periods at a time.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in a work environment where the noise level is moderately noisy. The employee regularly works in outside weather conditions and may be exposed to extreme heat or cold, wet and/or humid conditions, or snow and/or ice conditions. The employee must be physically able to lift 100 pounds on occasion and up to 50 pounds on a regular basis.

As a CDL holder, the employee is subject to pre-employment, reasonable suspicion, post-accident, and random drug and alcohol testing under the Omnibus Transportation Employee Testing Act of 1991.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

QUALIFICATIONS

- Possess a High School Diploma or Equivalent.
- Possess a valid Commercial Driver's License, subclasses B & D.
- Experience in the construction and maintenance of public works and the operation of vehicles and equipment commonly used in this type of work. Or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to talk, hear, stand, walk, sit and use hands to handle or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms, climb or balance, bend, lift, carry, push, pull, stoop, kneel, crouch, crawl, twist and smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust and focus.

Standing, sitting or walking; constantly.

It is required to lift up to 50 pounds frequently. On an occasional basis it is necessary to lift up to 150 pounds. The same is true for carrying and this would involve carrying weights up to 10 feet. At times it may be continuously required to lift or carry depending upon seasonal duties.

Pushing, occasionally; exerting force upon an object so that the object moves away from the from the force (includes slapping, striking, kicking. And treadle action).

Pulling, occasionally; exerting force upon an object so that the object moves toward the force (included jerking). Climbing, occasionally; to ascend or descend ladders, scaffolding, stairs, poles, or inclined surfaces.

Balance, continuously; to maintain a body's equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces.

SPECIFIC VOCATIONAL PREPARATION

The amount of training time, general education development, needed for average performance on this job are based on ratings developed by the Department of Labor with "1" being low and "9" being high. Minimal level four (4) is required. This includes three (3) months up to and including six (6) months of training/experience.

APTITUDES

Specific capacities/aptitudes required to learn or perform adequately in a task or job duty:

- INTELLIGENCE: (General learning ability). Level three (3) average degree of aptitude required to complete all the duties of the public works.
- VERBAL: (Ability to understand the meaning of words and ideas associated with them and to use them effectively). Level three (3) average ability is required with regard to performing all duties of the public works
- NUMERICAL: (Ability to perform arithmetic operations quickly and accurately). Level three (3) average ability is required with regard to performing all duties of the public works.
- SPATIAL PERCEPTION: (Ability to comprehend forms and space and understand relationship of plain and solid objects). Level three (3) average ability is required in completing the duties of the public works.
- FORM PERCEPTION: (Ability to perceive pertinent detail in objects of pictorial or graphic material). Level three (3) average ability is required is required to complete all the duties of the public works.
Clerical perception: (Ability to perceive pertinent detail in verbal or tabular matter). Level three (3) average ability is required to be able to complete all the duties of the public works.
- MOTOR COORDINATION: (Ability to coordinate eyes and hands or fingers rapidly and accurately). Level three (3) average ability is required to be able to perform the duties of public works.
- FINGER DEXTERITY: (Ability to move the fingers and manipulate small objects with the fingers rapidly and accurately). Level three (3) average ability is required to perform the duties of the public works.
- MANUAL DEXTERITY: (Ability to move the hands easily and skillfully). Level three (3) average ability is required to be able to perform the duties of the public works.
- EYE, HAND, FOOT COODINATION: (Ability to move the hand and foot coordinately with each other in accordance with visual stimuli). Level three (3) average ability is required to be able to perform the duties of the public works.