

Town of Plum Lake

P.O. Box 280 715 – 542 - 4531
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Website: www.plumlakewi.gov

Position: Public Works Crew Member

Department: Public Works

Reports to: Foreman of Public Works, Board of Supervisors

Pay Range: Based on qualifications

General Nature of Position:

This position performs a variety of work associated with the maintenance of Town facilities including parks, recreation equipment, tree trimming/removal, buildings, public restrooms, landscaping maintenance/projects, street right-of-way mowing, parks and grounds maintenance, water retention pond maintenance, and maintenance of systems and other tasks as assigned by the Public Works Foreman or board of supervisors

Duties and Responsibilities:

This position within the Department of Public Works involves a variety of tasks to maintain Town facilities. The work involves the operation of various vehicles, machines, and equipment.

Primary Duties include, but are not limited to:

- Plow and shovel snow; sand, salt, and brine roads
- Mow grass, chip brush, trim and cut down trees
- Maintain Town-owned parks, buildings, recreational facilities, drainage ditches, and stormwater devices
- Inspect and maintain vehicles & equipment
- Oversee garbage and recycling collection
- Clean and maintain restrooms (including toilets) of all town buildings
- Inspect and maintain vehicles and equipment
- Road maintenance
- Responsible for filling potholes and cracks in roads; in patching and minor asphalt overlays
- Respectfully maintain municipal cemeteries
- Weekly work logs
- Perform other duties as required by Foreman and/or Board of supervisors.

Work Environment:

The physical demands are representative of those that an employee encounters while performing the essential functions of this job. Work is performed primarily in workshop and outdoor settings. The employee works outside in weather conditions which may include exposure to hot, cold, wet, or humid conditions, including snow and ice. Noise levels can vary from quiet in an office setting to loud in the outdoors. Some overtime is required.

Qualifications/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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Weekend and holiday shall be required as assigned
- Ability to communicate effectively with the public
- Ability to operate effectively and efficiently in a team environment
- Self-motivated (ability to work independently)
- Knowledge of general maintenance, construction, tools and equipment.
- Knowledge of occupational hazards involved and safety precautions necessary in performing maintenance, construction and repair work.
- Knowledge of methods, materials, tools, and practices in parks and public buildings.
- Ability to perform specialized semi-skilled and skilled maintenance tasks required of several trades.
- Ability to perform strenuous work, including heavy lifting
- Ability to work under adverse weather conditions.
- Ability to operate light to heavy grade equipment.
- Ability to carry out oral and written instructions.
- Ability to be on call at night and during the weekends.

Education and/or Experience:

- High school diploma or equivalent, and/or experience in Public Works, Construction, or a related field
- Possession of a valid Wisconsin Driver's License
- Possession of a valid Class A or B or CDL with air brakes or ability to obtain CDL within six months of employment
- Operate a variety of vehicles and equipment normally used in public works and facilities maintenance.
- Communicate effectively in oral and written form.

Skills:

Ability to focus for long periods of time on projects. Ability to operate tractors, chain saws, lawn mowers and other equipment necessary in general maintenance of buildings and facilities. Must be able to problem solve, work independently, efficiently, and work in adverse weather conditions.

Physical Demands and Working Conditions:

The physical demands described herein are representative of those that must be met by an employee to successfully provide 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 is regularly required to stand, sit and walk.

The employee is frequently required to bend, stoop, squat, and reach above shoulder level, crouch, push or pull. Occasionally the employee must crawl, climb, kneel, and balance. The job requires the employee to use both feet for repetitive movements as operating foot controls. The job requires the employee to use both hands for repetitive action such as simple grasping, fine grasping, and fine manipulating. The employee must occasionally lift, carry, or move 35-100 pounds.

Work Environment:

The work environment characteristics described herein 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. The noise level in the work environment may range from quiet indoor office levels to outdoor and machine noise levels which are typically loud. While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to dust, fumes, gasses, and toxic or caustic chemicals.

Hours:

UP TO 40 hours a week, employees shall be required to work weekends and holidays for special events. Standard work weeks may include Saturday and/or Sunday's. Mandatory overtime may be required. The Public Works Foreman shall set the work schedule as required to meet the needs of the Town. Employees may ***NOT*** alter the schedule or time cards without prior approval from Foreman or Town Chair or Board of Supervisors.

Note: This is not an all-inclusive list and may change as the Town acquires new equipment & facilities, or adopts new standards. The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by the incumbents of this job. Incumbents may be requested to perform job-related tasks other than those presented in this description.

Signature of Employee: _____ Dated: _____