

PUBLIC WORKS LABOR

NATURE OF WORK: This job description is intended as an illustration of the various types of work performed by this position. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, a logical assignment of the position or of an imminent nature.

PURPOSE OF THE POSITION: To maintain and improve the streets, storm sewers, alleys, lighting, buildings and properties of the Village of Readstown.

ESSENTIAL FUNCTIONS:

1. Repair streets as required
2. Repair storm sewers as required
3. Sand icy and bleeding streets as required
4. Replace street signs as required
5. Paint curbs and crosswalks as required
6. Maintain festrons, flags as required
7. Mow grassy areas of Village property as required
8. Trim trees as required
9. Clean storm drains as required
10. Plow and remove snow as required
11. Monitor operation of street lights
12. Remove brush as required
13. Attend board and committee meetings if required
14. Keep maintenance records on required equipment
15. Flush hydrants and exercise water valves
16. Physically read water meters quarterly
17. Find and fix water leaks as required
18. Install laterals as required
19. Operate heavy equipment as needed
20. Operate tractor mower in the park
21. Dig/fill graves
22. Be alert to any building/remodeling being done in the Village and report it to the Zoning Administrator

PHYSICAL DEMANDS OF POSITION:

These demands are representative of demands that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable persons with disabilities to perform essential functions.

1. Standing, walking, sitting and stooping
2. Balancing and bending/twisting
3. Talking and hearing
4. Far vision at 20 feet or further and near vision at 20 inches or less, vision corrected to 20/20

5. Handling, grasping and fingering, filing, typing, writing, etc.
6. Lifting, carrying, pushing/pulling up to 100 pounds or more

WORK ENVIRONMENT

1. Inside
 - a. Noise level is usually moderate to loud
 - b. Exposure to atmospheric conditions, such as dust and poor ventilation
2. Exposure to outdoor conditions including rain, heat, sleet, snow and sub-zero temperatures
 - a. Noise level varies from loud to very loud
 - b. Work near moving mechanical parts
 - c. Subject to fumes or airborne particles
 - d. Risk of electrical shock
 - e. Work with chemicals
 - f. Work in high, precarious places
3. Working excavating sites for sewer and water

EQUIPMENT USED:

1. Copy machine, telephone, calculator, fax machine, computer
2. Loader, back hoe, dump truck, tractor mowers, riding mower, push mower, weed eater, pickup, sander, snowplow, street sweeper, various hand tools

EDUCATION/LICENSES/CERTIFICATION REQUIREMENTS:

1. Must be a high school graduate
2. Must possess valid Wisconsin Driver's License with CDL
3. Must have ability to perform manual labor as needed

LANGUAGE SKILLS:

1. Skill in establishing and maintaining effective working relationships with Village officials and the general public
2. Listening skills and patience dealing with citizens who may be upset, unhappy or confused
3. Ability to effectively communicate answers to citizens' questions regarding water/sewer bills and quality
4. Ability to compile clear and concise reports and research

MATHEMATICAL SKILLS:

1. Add, subtract, multiply and divide all units of measure
2. Perform the four operations with like common and decimal fractions
3. Compute ratio and percent
4. Draw and interpret bar graphs and charts
5. Perform arithmetic operations involving all American monetary units

REASONING ABILITY:

1. Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
2. Interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form
3. Ability to satisfy customer inquiries
4. Possess flexibility to perform a variety of duties as may be assigned