

JOB DESCRIPTION



PUBLIC WORKS OPERATOR – PERMANENT PART TIME

PURPOSE:

The purpose of the permanent part-time Public Works Operator position is to assist in the maintaining and repair of all Village street, storm sewers, parking lots, sidewalks, municipal buildings, facilities, parks, and other public works and utilities in the Village of Hortonville

AUTHORITY:

The permanent part-time Streets employee will perform such duties as required for the efficient administration of all Village streets, storm sewers, parking lots, sidewalks, street signage, and public facilities. This employee is directly responsible to the Public Works Foreman.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Valid Wisconsin driver's license, CDL preferred.

SPECIAL REQUIREMENTS OR ACCREDITATIONS:

- This position is subject to random drug and alcohol testing.

NATURE OF WORK:

This is a permanent part-time position responsible for maintenance duties and repairs of all municipal streets, parking lots, and sidewalks. This position will also assist with park maintenance duties as well as the operation and maintenance of the municipal water and sewer system. Position will further carry out all other assignments/tasks as required.

JOB FUNCTIONS:

1. Perform street maintenance, storm sewer, and sidewalk repair activities.
2. Perform maintenance and/or replacement of street signs.
3. Assist in the maintenance/repairs of municipal buildings as needed.
4. Assist with cleaning and maintaining parks, Village-owned grounds and facilities.
5. Assist with mowing, trimming and any other assigned duties.
6. Assist in snow removal operations.
7. Assist in the operation and maintenance of the water and sewer utility.
8. Repair and/or service municipal vehicles and equipment as needed.
9. DOQ, Operate a variety of equipment (i.e. mowers, trucks, tractors, loader, etc.) utilized for road, parks, and street maintenance.
10. Any and all other duties as assigned by the Public Works Foreman.

REQUIREMENTS (KNOWLEDGE/SKILLS/ABILITIES):

1. Knowledge of the operation of vehicles and mowing equipment.
2. Knowledge of the precautions necessary to work safely in and around vehicular traffic.
3. Ability to read and understand work instructions, plans, schedules, maps, warning signs and instruction manuals.
4. Establish and maintain working relationships, and communicate effectively, with supervisors, co-workers, other Village personnel, buildings/grounds users, and the public.
5. Must be dependable.

PHYSICAL DEMANDS:

- Material handling up to 60 lbs. and pushing/pulling up to 100 lbs.
- Stand, walk, or sit for long periods of time.
- Work with arms extended.
- Use hands/fingers to manipulate tools, levers, and steering wheels in a coordinated manner.
- Maintain balance while climbing in and out, or on and off, equipment cabs and vehicles.

ENVIRONMENTAL CONDITIONS:

- Performing job duties under adverse weather conditions, including extreme temperatures.
- Operating equipment.
- Extremes of noise or vibration.
- Hazardous materials, including skin or lung irritants, odors, toxic fumes, chemicals, electrical radiation, or other dangerous materials.

NON-DISCRIMINATION POLICY:

The Village of Hortonville is an Equal Opportunity Employer. In addition, the Village does not discriminate on the basis of physical or mental disabilities as applied to all employee categories and all phases of employment, including recruitment, selection, promotion, demotion, training, discipline, termination, lay-off, benefits, and salary administration.