



JOB TITLE: Public Works – Full Time

JOB FAMILY: Labor

FLSA: Non-exempt

Wage: Based on experience.

This job description statement is intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as a complete listing of all responsibilities, duties and skills required.

GENERAL SUMMARY

This full time position falls under the direct supervision of the Public Works Director or his/her designee. This position is responsible for the general maintenance of the Town roads and streets, storm sewers, waste sites, and all public facilities including parks, boat landings, and buildings.

ESSENTIAL JOB FUNCTIONS

- Maintain and repair roadways as required.
- Safely operate heavy equipment and snow removal equipment including but not limited to: loader, 5 yard plow truck, pick-up truck with plow, dozer, street sweeper, bobcat, UTV, boom lift, and similar equipment.
- Assigned to a plow route, perform snow removal as required.
- Welding and repair of vehicles and equipment. (Town has a full-time mechanic)
- Perform general maintenance to equipment, i.e. grease, fluid change, minor repair.
- Installation and removal of Christmas decorations, buoys, docks, park equipment, and downtown planters.
- Maintain and repair roadway signage.
- Perform other duties as assigned.
- Coordinate and complete complex projects with minimum supervision.
- Utilize survey equipment to set grades and/or elevations.
- Tree/brush removal
- Road building
- Minor Carpentry
- Minor Plumbing
- Working with and placing asphalt, concrete, and fill materials.
- Facility maintenance and repair, occasional cleaning of restrooms and garbage pickup, as needed.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Town of Minocqua

Public Works – Road Crew – Job Description 2023

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

- Weekend and holiday work 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 without supervision).
- 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 weekends.

Education and/or Experience:

Minimum high school graduate or equivalent, class D driver's license, Class A or B CDL with air brakes preferred. Two years' experience in a related job field desired. Minimum 18 years of age.

Other Skills and Abilities:

Trade skills of any type are beneficial. Ability to operate tractors, chain saws, lawn movers, and other equipment necessary in general maintenance of buildings and facilities. Applicant 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 perform 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 frequently 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 repetitious movements as in 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.

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, gases, and toxic or caustic chemicals.

The noise level in the work environment is typically loud.

Hours of work – 40 hours a week, **employee shall be required to work weekends and holidays for special events, including but not limited to 4th of July, Beef-A-Rama, and others.** Standard work week may include Saturday and/or Sunday's. Mandatory overtime may be required. The Director of Public Works shall set the work schedules as required to meet the needs of the Town.

The Town of Minocqua is an equal opportunity employer.