

**CITY OF EDGERTON  
JOB DESCRIPTION**

**Public Works Operator**

**DEPARTMENT:** Public Works

**CLASSIFICATION:** Non-exempt

**REPORTS TO:** Municipal Services Director

**REVISION DATE:** January 4, 2021

**GENERAL NATURE OF POSITION:**

Serves as a laborer and heavy equipment operator for the Street Department and such other areas as may be assigned. Major responsibilities include maintenance of streets, parks, buildings, cemetery, and storm sewers. Operates equipment efficiently without supervision and provides routine checking and maintenance thereof. Works generally under the broad supervision of the Municipal Services Director and the direct supervision of the Working Foreman. May be assigned tasks that require independent performance; may be assigned work with other employees independent of direct supervision; may be assigned tasks with direct close supervision of the Director.

**ESSENTIAL JOB RESPONSIBILITIES:**

- Provide labor and heavy equipment operation for all maintenance of streets, parks, storm sewers, cemetery and other public works areas
- Handle refuse and sanitation functions in parks and other areas as required
- Plow snow; shovel snow, spread salt and sand
- Mow and maintain public properties including parks, pool, and cemetery
- Collect and process leaves, compost and brush
- Maintain and construct catch basins and storm sewers
- Plant and trim trees and shrubs
- Fill potholes
- Maintain equipment
- Install and maintain road signs; paint curbs and stripe streets
- Maintain public buildings
- Assist other departments and utilities
- Sweep streets
- Dig graves
- Maintain park equipment, athletic facilities, and pool

**QUALIFICATION / EDUCATION REQUIREMENTS:**

High school diploma or equivalent; valid driver's license and ability to obtain a Class B CDL within six (6) months of employment; minimum of two years prior experience in the operation of equipment required; ability to operate independently, under broad supervision required; ability to obtain certification in first aid and CPR; knowledge of building mechanical systems desired, arborist certification desired, ability to use survey equipment desired. Possession of or ability to obtain, certification in the use of a respirator and self-contained breathing apparatus (SCBA), and permit confined space entry, is also required.

## **SKILLS AND ABILITIES:**

- Must demonstrate competency in the efficient operation of the majority of the following pieces of equipment: dump truck, end loader, backhoe, street sweeper, snow plow, leaf picker, lift truck, skid steer, chipper, and mower.
- Ability to use hand tools
- Ability to take responsibility for project coordination as assigned
- Ability to use basic knowledge of machinery and vehicles operated to maintain them in good repair, both through regular routine checking and maintenance and by reporting difficulties to a supervisor. Is expected to provide preventative maintenance and early action on problems.
- Ability to perform building maintenance including minor repairs, and detecting and diagnosing problems with structures and mechanical equipment.
- Ability to recognize occupational hazards and implement safe work practices
- Ability to establish effective relationships with others including the public and other departments
- Ability to understand and follow oral and written instruction
- Ability to define problems and exercise good judgment and think quickly under both routine and emergencies;
- Ability to comprehend, retain, and apply the City's rules and procedure manuals, including any pertinent Federal, State, or local laws.

## **WORK CONDITIONS AND PHYSICAL REQUIREMENTS:**

- Ability to perform physical activities such as stooping, kneeling, standing, reaching, walking, lifting, and/or move (up to 100 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Ability and willingness to work in malodorous, nauseating, and dangerous work conditions.
- Ability to withstand inclement weather such as snow, cold, rain, heat, humidity, sun, etc. Work of a Maintenance Operator will be in both indoor and outdoor settings.
- Ability to work in confined spaces.
- Ability to comply with ongoing drug and alcohol screening testing.
- Ability and willingness to respond to emergency calls, including for work in other City departments completing work in high traffic situations, and other areas not included in the position's regular work
- Ability and willingness to attend classes and seminars.

## **WORK SCHEDULE:**

The general work schedule is Monday-Friday, from 7:00am to 3:30pm. Applicant must also be able to respond to after-hours call-backs as part of a mandatory on-call rotation, work weekends and holidays when needed, and be prepared for and respond to emergencies and snow events as necessary.

## **DISCLAIMER**

*The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific*

*statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, or is responsive to the needs of the City of Edgerton.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

*The City of Edgerton, Wisconsin is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to*