



Position Description

Job Title	Operator
Department	Public Works
Employment Status	Full time or Part time (Temporary Seasonal)
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position assists in the maintenance of City property under the direction of the Division Superintendent.

Supervision

Received	Street Superintendent (Direct Supervisor); other Division Superintendents as required.
Exercised	None (may give some direction to laborers, part-time or seasonal employees).

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Performs street and sidewalk maintenance and repair; e.g., snow removal and hauling of sand/salt; repair of street surfaces including removal of existing concrete, patch blacktop, route and tar cracks; assist with concrete and asphalt surfaces for sidewalks, curb, gutter and driveway approaches (including setting forms, pouring and cutting concrete); haul dirt/sand etc., paint lines; change traffic light bulbs, install and change signs; guide traffic during street maintenance.
- Performs maintenance and upkeep of public grounds areas; e.g., mow grass, trim shrubs and trees, cut brush, rake and remove leaves, landscaping and weed control.
- Performs cleaning and pickup of garbage, trash, etc., cleans shop area; washes vehicles.
- Assists other departments as requested; e.g., assist with cleaning sewer lines; video of sewer laterals; assist with rebuild of storm sewer catch basins; basic shop/vehicle repairs; snow removal and hauling; mowing; building maintenance.

- Assists with projects in various Public Works divisions and other departments; e.g., turf management, tree/brush trimming and removal; landscaping; weed control; utility work; general city property repair and maintenance; removal and repair of sidewalks, streets and utilities; sign replacement; painting; street cleaning; etc.
- Performs project and program support duties as assigned by supervisor; e.g., cleaning sewer lines; storm sewer repair; cemetery burials; turf management; vehicle repairs; building and facility maintenance; etc.
- Performs cleaning of buildings and shop areas; picks up garbage, trash, dead animals, etc. from buildings, parkways, roadways, etc.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent and some maintenance experience preferred but not required; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Department policies and procedures. • Grammar and basic math. • The use of maintenance tools and equipment.
Ability to	<ul style="list-style-type: none"> • Understand and follow oral and written instructions. • Work independently with minimal supervision. • Employ precautionary measures and utilize safe work methods. • Recognize and avoid safety hazards. • Perform basic math functions. • Establish and maintain effective working relationships with supervisors, coworkers and the general public. • Perform heavy manual tasks.
Skill in	<ul style="list-style-type: none"> • Operation of light equipment (e.g., skid steer, tractors, lawn mowers, etc.) • Use of hand and power tools. • Performing manual labor.

Necessary Special Requirements

Valid Wisconsin driver’s license; CDL within 6 months of hire, including endorsements for air brakes, tankers and 26001 lbs. (ABCDN); First Aid and CPR certification.

Physical Demands

The physical demands described here 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.

- Work is performed both indoors and outside; hand-eye coordination is necessary to operate tools

and equipment.

- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- The employee may be exposed to adverse weather and other unpleasant conditions, including heat, cold, wetness and humidity; dust, odors, noise, vibration, toxic agents, electrical currents, heavy machinery, smoke, violence and disease.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb, balance, bend, stoop, kneel, crouch, crawl and smell.
- The employee must occasionally lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.