



Job Title: Public Works Crew Member
Department: Public Works
Classification: Full-Time
Non-Exempt
Reports To: Public Works Superintendent

Position Summary

The Public Works Crew Member performs hands-on work related to the construction, maintenance, and repair of Town infrastructure and facilities. This position supports the Public Works Superintendent by producing safe and efficient operation of public works services by performing physical labor, snow plowing, ditch mowing, road/roadside maintenance, operating tools and equipment, and responding to routine and emergency service needs. The role requires the ability to work outdoors in varying weather conditions, follow safety procedures, and perform tasks independently or as part of a team.

Essential Duties and Responsibilities

Public Works Operations

- Perform assigned public works tasks related to roads, drainage systems, public grounds, buildings, and municipal facilities.
- Carry out daily work assignments efficiently and safely under direction of a supervisor.
- Follow established work plans, schedules, and safety procedures.
- Communicate job progress, hazards, or equipment issues to supervisor.

Infrastructure Maintenance & Construction

- Perform maintenance, repair, and construction work on Town roads, bridges, culverts, sidewalks, and drainage systems as directed.
- Assist with snow and ice removal operations, including plowing, sanding, salting, and shoveling.
- Participate in storm response activities, snow plowing, including debris removal and emergency roadway repairs.
- Perform roadside brush cutting, ditch mowing, tree-related cleanup, and vegetation control.
- Maintenance, repair, replacement of signs.
- Responsible for carcass removal and disposal.
- Assist with light building maintenance and minor repairs.
- Maintain cleanliness and appearance of parks, municipal lands, and public spaces, including mowing and grounds upkeep.

Equipment, Fleet & Tools

- Operate and maintain Public Works vehicles, trucks, and heavy equipment, including plow trucks and other machinery, as assigned.
- Use hand tools, power tools, and equipment safely and correctly.
- Conduct routine equipment inspections and report maintenance needs or safety issues.
- Keep simple records such as mileage, equipment use, maintenance, or daily work logs when required.

Safety & Compliance

- Follow all departmental safety policies and procedures at all times.
- Use proper personal protective equipment (PPE) for assigned tasks.
- Participate in required safety training and follow safe work practices.
- Report workplace hazards, accidents, or injuries promptly.
- Comply with applicable occupational safety, DOT, and environmental regulations.

Public & Team Interaction

- Interact respectfully with coworkers, supervisors, and the public during daily operations and service requests.
- Assist with community events setup and takedown, beautification efforts, and seasonal projects such as holiday decorations or tree planting.
- Support team operations by assisting coworkers as needed.

Working Conditions

- Work is performed both indoors and outdoors in varying and extreme weather conditions.
- Requires availability for emergency response, including nights, weekends, and holidays, and the ability to work overtime when needed.
- Position involves regular physical labor and operation of vehicles and equipment.

Physical Requirements

- **Lifting & Carrying:** Frequently lift, push, pull, or move materials and equipment up to 70 lbs; occasional lifting up to 100 lbs with assistance.
- **Body Mobility:** Frequent standing, walking, bending, stooping, kneeling, crouching, crawling, and climbing over uneven terrain.
- **Manual Dexterity:** Regular use of hands and fingers to operate tools, equipment, and machinery.
- **Sensory Abilities:** Ability to see and hear well enough to operate equipment, identify hazards, and communicate effectively.
- **Environmental Exposure:** Regular exposure to dust, fumes, noise, moving machinery, hazardous materials, and extreme temperatures.
- **Vehicle Operation:** Ability to safely operate trucks and equipment as assigned.
- **Endurance:** Ability to perform physical labor for extended periods (four or more hours).
- **Safety Gear:** Ability to wear required PPE, including in confined or hazardous spaces.

Qualifications and Skills

- Previous experience in public works, construction, maintenance, or related labor is preferred.
- High school diploma or equivalent preferred.
- Valid Class B CDL. (Or must be obtained within 120 days of hire)
- Ability to operate equipment safely and follow verbal and written instructions.
- Strong work ethic, reliability, and ability to work as part of a team.
- Must reside within 30 minutes of municipal building.