

**DEPARTMENT OF PUBLIC WORKS
PART TIME LABORER
JOB DESCRIPTION**

NATURE OF WORK

To assist, as necessary, in performing Department of Public Works functions on a limited skill basis.

Functions include: operation and maintenance required for streets, sewerage system, Village buildings and grounds, street lighting and mechanical equipment.

This position generally reports to the Public Works Forman.

EXAMPLE OF ESSENTIAL JOB FUNCTIONS

Street maintenance involving grading, ditching, black-topping and patching of roads, shoulder maintenance, snow and ice control, and light replacement whenever time or conditions necessitate action.

Land maintenance involving drainage grading, flood control or relief, general lawn maintenance, weed control, landscaping, tree maintenance or removal, and general housekeeping are required tasks.

Regular maintenance of buildings, grounds, equipment, or facilities connected therewith fall within the employees assigned tasks and skill requirements.

As necessary and assigned, the greasing, oiling, minor repairs, and painting of equipment or facilities may be required of this position.

OTHER JOB FUNCTIONS

Performs related work as required.

REQUIREMENTS OF WORK

Ability to perform Public Works labor skills.

Ability to take initiative and utilize sound judgement.

Ability to get along with others.

Ability to work within a structured duty schedule.

Practices safe work habits.

Be able to work independently.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Wisconsin Driver's License.

Commercial Driver's License Preferred.

PHYSICAL DEMANDS

While performing the duties of this position, the employee frequently works in outside weather conditions. The employee occasionally works near moving parts and is occasionally exposed to wet and slippery surfaces, humid conditions, and extreme cold and heat. Other working conditions that an applicant may be exposed to, include, but are not limited to a workplace environment that is confined, contact with water or liquids, exposure to loud noise with a minimum of 90 decibels and vibration from tools, equipment, and machinery. Other exposures may include hazardous conditions such as mechanical, electrical, chemical burns, explosives, heights, physical injury, fast moving vehicles, fumes, gases, noxious odors, dust, and poor ventilation, and blood borne pathogens. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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. Applicants will be required to submit to a stringent medical examination and drug screening prior to appointment consistent with requirements of the position.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate tools or equipment as well as equipment controls reached with hands and arms. The employee is frequently required to talk, hear, smell, stand, walk, sit, climb, balance, stoop, kneel, crouch, crawl, bend and twist, and grapple. Ability to handle, grasp, clench, and operate machinery, equipment, and hand-tools.

The employee must occasionally lift, carry, push, and pull 100 pounds or more. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and perception of color.

HOURS OF WORK

Average 24 hours a week. Flexible schedules available.

Length of Work day and frequency may vary.

PAY RATE

Range \$17.00 - \$20.00

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The position description for the part-time laborer do 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.

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Office/jobDesc/DPW