

Village of Hales Corners

DEPARTMENT OF PUBLIC WORKS MECHANIC/ OPERATOR-LABORER

The Department of Public Works is responsible for the general municipal maintenance required for streets, snow and ice control, sewerage system, storm water management system, village buildings and grounds, street lighting, and forestry.

POSITION NATURE AND SCOPE:

To provide the Village of Hales Corners with the necessary skills, equipment operating capability, mechanical aptitude, and physical ability to carry out the responsibilities of the Department of Public Works (DPW).

Under the direction and supervision of the DPW Director or the DPW Foreman, this position shall operate all associated equipment interchangeably. This position is responsible for general municipal operation and maintenance duties, including, but not limited to the following:

Maintenance Mechanic

Provide maintenance/repair for the Department of Public Works and assistance to all municipal departments. To diagnose and make recommendations on work performed by outside vendors. Perform preventative equipment maintenance such as lubrication and oil changes as prescribed by accepted maintenance practices. Maintain vehicle use and repair records for municipal vehicles. To order parts and supplies and maintain inventory records. Maintain garage area in a neat, clean and organized manner. Provide emergency repairs, as needed, and within the capabilities of the garage. Mechanical service and repair extend, when practical and as assigned, to operating components of Village buildings and facilities.

Laborer/Operator

Provide wide variety of tasks consisting of roadway maintenance involving grading, ditching, patching of roads, shoulder maintenance, snow and ice control and street lighting whenever time or conditions necessitate action. Sewerage system trouble shooting, correction and operating maintenance are accountabilities and may call for the exercise of independent initiative and judgement. Storm water management maintenance consists of drainage, grading, and flood control. Grounds maintenance and public forestry include weed control, tree planting, tree pruning, tree removal, and general landscaping activities. Ordinary maintenance of buildings and associated building equipment connected therewith fall within the incumbent's assigned tasks and skill requirements.

In addition, the incumbent may be assigned additional duties necessary for uninterrupted service related to the health, safety, and welfare of the Village of Hales Corners.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Diagnoses and complete minor repairs to village equipment and vehicles
 - Backup Power Generators
 - Heavy Equipment
 - Police vehicles
 - Fire Engines
 - Paramedic vehicles
 - Small engine
 - Fabrication
 - Welding
- Recommend when work is to be performed by outside vendors.
- Maintains local streets through grading, ditching, blacktopping and patching of roads, shoulder maintenance, snow and ice control, and sign replacement whenever time or conditions necessitate action.
- Sewerage system troubleshooting, backup investigation, lift station inspection, and operating maintenance.
- Land maintenance involving drainage, grading, flood control or relief, grass cutting & weed control, urban forestry, and general housekeeping.
- Performs minor to advanced repairs, painting, carpentry, assembly, plumbing, electrical, and lubricating, as part of typical and ordinary custodial maintenance associated with buildings, grounds, vehicles and equipment.

Mechanical service and repair extend, when practical and as assigned, to components of Village buildings and facilities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of the operating principles of motorized vehicular systems as found in both automotive and construction classes of gasoline and diesel engine equipment. The ability to troubleshoot equipment malfunctions and completes reliable repairs. In addition, the ability to evaluate which repairs can be done in-house and which require contracting.

Must have the ability to operate heavy equipment, including but not limited to the following: single-axle dump truck (front plow, wing plow, and tailgate spreader), front end loader, tractor, paving roller, skid steer loader including attachments, zero-turn mower, forestry equipment (Bucket Truck and Chipper), and other ancillary equipment, power tools, and hand tools associated with typical DPW activities.

Keep maintenance records on equipment requirements. Schedule equipment preventative maintenance and inspections. Maintains an accurate parts inventory.

MINIMUM JOB QUALIFICATIONS:

- High School graduation or equivalent.
- Associate's degree in Diesel technology and Automotive repair
- Commercial Drivers License
- Considerable knowledge, experience, and ability to operate and maintain equipment as stated above.
- Knowledge of street construction, sanitary sewer, lift stations, generators, and storm water systems.
- Knowledge of work safety procedures and protocols.
- Ability to use independent initiative and judgment and work effectively in a crew and team environment.
- Ability to respond reliably to critical emergencies 24/7/365.
- Ability to execute all duties in a timely manner.

A vocational education background is preferred for this position. Consideration will be made for equivalent experience of the minimum qualifications.

Must satisfy the physical fitness requirements of this position.

PAY RATE:

- Hourly Range of \$29.00 to \$35.00.
- Stipend(s)
- Minimum Hours for after hours call ins.

EMPLOYMENT BENEFITS:

- Paid Vacation
- Paid Sick Leave
- Health Insurance
- Vision Insurance
- Dental Insurance

Please fill out a Application of Employment and provide a copy of your resume to the attention of the Director of Public Works.