



## **Village of Sister Bay**

**Job Title: Public Works Technician I**

**Department: Public Works**

**FLSA Classification: Non-exempt**

### **Summary Description:**

The Public Works Technician is a full-time position in the Village of Sister Bay. The Technician receives work assignments and instructions from the Parks and Streets Director. This person will perform general labor and maintenance on Village streets, storm sewers, equipment, grounds, buildings, parks, and marina; and perform related duties as required. Weekend and holiday hours will be required on a rotational basis.

### **Job Duties and Responsibilities:**

The duties and responsibilities of this position will include, but are not limited to:

- Perform routine and as-needed maintenance to equipment.
- Operate a variety of equipment in repairing, installing, removing, and maintaining infrastructure, easements, and parks.
- Maintain and repair Village streets, sidewalks, and public spaces including surfacing with asphalt, grading, patching, street cleaning, pouring concrete, and other maintenance tasks.
- Operate vehicles and equipment to plow, haul, mow, cut/trim, spray, sweep, and clear.
- Maintain storm sewers and clean catch basins and grates.
- Maintain park facilities including cleaning, painting, plumbing, repairing, emptying trash cans, replenishing supplies, and daily cleaning of the beach.
- Inspect playgrounds for hazards and maintain playground equipment.
- Prepare and reset parks and facilities for events including meetings, sporting events, festivals, recreation activities, and programs.
- Cut grass, pull and spray weeds, plant and water shrubs and flower beds, clear brush and branches, and perform forestry functions such as planting, pruning, brushing, and removal of trees.
- Prepare the marina for the season including installation of slips, channel markers, and turning on water in the bathrooms and boathouse. Winterize the marina as well.
- Maintain Village buildings including basic carpentry, custodial duties, painting, plumbing, repair, and electrical repair.
- Assist with the construction of new parks facilities, including lot clearing, grading, and drainage and foundation work.
- Clear snow and ice from around Village buildings and facilities as well as assigned sidewalks, parking lots, and pathways.
- Install and maintain Village-owned street signs and street lights.
- Utilize a striper and roller to mark lines on streets, parking areas, and paint curbs.
- Erect the Village's holiday decorations.
- Utilization of a computer, tablet, or phone with knowledge of basic computer operations including common office productivity software.

## Parks Maintenance Technician I Job Description

- Display good communication skills through courteous and prompt attention to complaints and concerns and the ability to create and maintain effective and cooperative interpersonal relationships with co-workers and citizens.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to work efficiently and independently or with a team.
- Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.
- Perform other related tasks as assigned.

### **Working Conditions and Physical Demands**

The working conditions and physical demands described below are representative of those that will be encountered or 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 outdoors in public spaces under various, and occasionally extreme, weather conditions and in public facilities and may be subject to irregular hours and overtime.
- Exposure to hazards and conditions where there is a possible danger to life, health, or bodily injury, which may include mechanical, electrical, air contaminations, noisy environments, and heights.
- Work near moving mechanical and electrical equipment.
- Perform manual labor.
- Lift, pull, and/or move 50 pounds for extended periods of time and occasionally lift, pull, or move up to 100 pounds.
- Movements such as stooping, twisting, bending, climbing, kneeling, crouching, and crawling are sometimes required. Audio, visual, and verbal functions are vital aspects of this position.

### **Licenses and Certifications**

Any equivalent combination of education and experience that provides the required skills and abilities is qualifying.

- Possess a high school diploma or equivalent.
- Hold and maintain a valid Wisconsin Driver's License. Loss of license may be cause for demotion, lay-off or termination.

The duties listed above are intended only as illustrations of the various types of work that may be performed by a Parks Maintenance Technician I. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. 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.