

# **FULL-TIME PUBLIC WORKS JOB DESCRIPTION**

**Reports to:** Mayor

**Revision date:** May 17, 2022

**FLSA Status:** Non-Exempt  
Full Time Position

## **POSITION SUMMARY-Full Time – 40 hours per week.**

Performs a variety of street repair and maintenance functions, including patching streets; mowing city property; grading gravel roads; plowing and sanding streets; and operating all related road maintenance and repair equipment. Repairs and replaces traffic signs. Perform minor maintenance in water and sewer systems, reading water meters monthly and as requested. Beautification of Badger by mowing, weeding, watering and occasional planting, and general cleanup of the City. Be a self-starter, have ability to see and complete what needs to be done for City of Badger.

## **ESSENTIAL JOB DUTIES**

- ❑ Safely operates a variety of street maintenance and cleaning equipment including dump truck, and skid loader.
- ❑ Safely operates a motor grader or tractor with blade to smooth rock on gravel roads and alleys to fill in ruts and level rough areas. Fills and patches potholes.
- ❑ Maintains and keeps proper inventory and inventory records.
- ❑ Removes snow and ice from streets and sidewalks using snowplow, v-plow, sander and other equipment.
- ❑ Safely operates a variety of hand and power tools used in street maintenance and repair, including street painting equipment; chain saw; hammer; drill; air compressor; electrical and carpentry tools; and surveying tools.
- ❑ Maintains and services equipment by changing oil; greasing moving parts; replacing filters and other parts; changing tires; cleaning windows; and performing other routine maintenance, checking of oil and equipment before using.
- ❑ Cleans and maintains storm sewers by removing debris and blockage and repairing and replacing portions of storm sewers above ground or at ground level.
- ❑ Repairs or replaces street signs according to regulations in the Uniform Traffic Control Manual and city code using city equipment.
- ❑ Safely operates a variety of equipment used in trimming trees and grounds keeping, including chain saw, lawn mower and weed eater.
- ❑ May be asked to assist with water and wastewater tasks, but is not expected to be licensed.
- ❑ Use locator to find curb-stops and keep records on location of meters and curb-stops.
- ❑ Occasionally turns water off and on at curb-stops.
- ❑ Use maps and have ability to find water and sewer mains and know where they are located
- ❑ Minor maintenance of the city property inside and outside of the buildings. Cleaning of

parcs and city property, hand sweeping of city streets. Beautification of the city by weeding, tending to flowers by planting and watering and keeping the city generally clean, neat and safe.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- ❑ Knowledge of or ability to learn municipal street and utility systems.
- ❑ Knowledge of the mechanical components and service and maintenance requirements of, and ability to safely operate loaders, mowers, trucks and other vehicles and equipment used in road maintenance and city cleanup and appearance.
- ❑ Knowledge of the standard methods, materials, tools and equipment used in road maintenance and general maintenance of the city.
- ❑ Knowledge of the operating hazards of road maintenance and repair equipment and vehicles and corresponding safety precautions in all maintenance departments.
- ❑ Ability to perform outdoor manual labor for extended periods of time under adverse weather conditions.
- ❑ Ability to read maps.
- ❑ Ability to follow written and verbal instructions.
- ❑ Ability to establish effective working relationships with co-workers, supervisors and the public.
- ❑ Ability to safely perform tasks requiring bending, stooping, sitting for extended periods, kneeling, lifting, carrying, twisting, reaching, and walking.
- ❑ Ability to exert 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly.

## **ENTRY REQUIREMENTS**

### **Education/Training**

High school diploma, or equivalent

### **Work Experience**

Construction, with heavy equipment operator experience

An agricultural background

An equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

### **Required licenses, registrations and certifications:**

CDL

### **Required Post-offer physical**

Yes

### **Required Drug testing:**

CDL Drug Screen is required if vehicle operated should exceed 15,000 GVW

**Required Background check:**

No

**Residency requirement:**

No

**Required Hearing test:**

Yes

**Other Testing may be required:**

Yes-PCE

**WORK ENVIRONMENT**

Much of the work is performed in the cab of a truck or tractor or on a mower. Position also requires working outside in adverse weather conditions. The work environment can involve exposure to extreme heat and cold, humidity, dirt or snow and ice conditions; loud noises and vibrations associated with operating heavy equipment, machinery and power tools; moving machinery; working on uneven ground; mechanical, electrical, fire and traffic hazards; and fumes and odors. The work may be in poor visibility, and on streets with inconsiderate drivers.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
  2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees are encouraged to discuss possible accommodations with the City.
  3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other within reason job-related duties requested by their supervisor.
  4. The City reserves the right to change or reassign job duties or combine positions at any time.