



## **EQUIPMENT OPERATOR/LABORER POSITION DESCRIPTION**

Immediate Supervisor(s): DPW Superintendent

### **JOB SUMMARY**

Operates light to heavy motorized equipment in support of Public Works Department operations, including road, sanitary, and storm maintenance, construction, and snow and ice control. Performs routine equipment inspections and minor maintenance, assists with manual labor tasks, and follows established safety procedures. Work is performed outdoors in varying and adverse weather conditions and requires the ability to work effectively with coworkers and the public.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- **NATURE OF WORK:** An employee in this entry-level classification is involved in performing a variety of Public Works activities either independently or as part of a work crew. The work requires agility, strength, and stamina to perform heavy manual labor continuously and withstand exposure to variable and unfavorable weather conditions. Employees will operate trucks, loaders, backhoes, and equipment and/or machines incidental to Public Works maintenance activities.
- **Typical duties include:** Collecting refuse; maintaining storm systems; sweeping streets; opening blocked drains and cleaning catch basins, culverts, and ditches; cleaning and inspecting sanitary sewer systems; assisting with concrete and bituminous pavement repairs, including cleaning and filling joints and cracks and removing broken pavement; loading and unloading trucks; digging and backfilling holes and trenches; assisting with repairs to street lighting, traffic control, and water main systems; performing snow removal operations, including shoveling and plowing; erecting barricades; performing grounds maintenance such as planting, trimming trees, cutting brush and weeds, raking leaves, mowing, seeding, sodding, and watering lawns; performing basic janitorial tasks in shop and storage areas; and performing other related manual duties as required.
- Must remain licensed during the tenure of employment.
- Normal Hours of Operation: 7:00 am – 3:30 p.m. Monday - Friday
- An Equipment Operator/Laborer is required to work nights, overtime, and at odd hours when emergency conditions require such duty.

### **ESSENTIAL KNOWLEDGE AND SKILLS:**

- Knowledge of the operation and care of hand tools and motorized equipment
- Knowledge of safety practices related to equipment operation and manual labor
- Ability to operate equipment safely and efficiently
- Ability to perform sustained physical labor and work outdoors in adverse weather for extended periods
- Ability to understand and follow oral and written instructions
- Ability to work effectively with coworkers and the public

### **QUALIFICATIONS**

- High School graduate or G.E.D. equivalent.
- Recent work experience in performing manual labor.
- Possession of a valid Wisconsin Motor Vehicle Operator's License. Must obtain CDL License within twelve (12) months of employment and maintain the CDL License during employment.
- Excellent health, agility, and stamina to perform heavy manual labor for extended periods of time, and to withstand exposure to variable and unfavorable weather conditions.
- Probationary period is twelve (12) months and is governed by the Superintendent of Public Works and/or Village Administrator.