

JOB DESCRIPTION

DEPARTMENT: Public Works

POSITION TITLE: Department of Public Works Lead Worker

REPORTS TO: Town Board

EMPLOYMENT CLASSIFICATION: Full-Time

PAY TYPE: Hourly

POSITION SUMMARY

- This position is responsible for skilled and unskilled labor essential to the maintenance and operations of the Town's streets and parks. Work is performed year-round with some weekend and holiday hours required. Assists the Town Board in overseeing the Department of Public Works, including but not limited to: leading public works park and street employees. Must be available to report to work after hours to respond to emergencies and/or park/highway conditions. Availability is the ability to respond to a phone call within 15 minutes and report to duty within 45 minutes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Leads and/or performs all aspects of Department of Public Works Park/Streets.
- Provide construction inspection and oversight over street maintenance, re-paving, culvert, storm sewer, and drainage projects.
- Perform annual PASER Ratings and documenting for all town roads.
- Perform annual inspection of all town road signs and maintain inspection notes on spreadsheet.
- Perform weekly general road inspections on all town roads and recommends to the Town Board any necessary improvements or repairs.
- Perform culvert & storm sewer structure inspections.
- Coordinates with private contractors.
- Attends WisDot sponsored continuing education courses as needed to maintain knowledge of latest street construction, materials, PASER Ratings, and inspection skills.
- Attends equipment vendor trade shows as needed.
- Locate town storm sewers for Digger Hotline calls.
- Assists Parks as needed to perform landscape maintenance of Town parks and public lands including mowing, trimming, mulching and weeding.
- Assists Parks as needed to perform trail maintenance and repairs.
- Assists Parks as needed to perform general maintenance and repairs to park buildings and facilities.
- Assists Parks as needed to install and maintain parks and recreation equipment such as benches, town-owned athletic equipment, diamond preparations and pavilion rental preparations.
- Performs minor carpentry, plumbing, electrical, painting and concrete work.
- Performs routine maintenance, cleaning and minor repairs to equipment.
- Operate dump trucks with snowplows, snow blowers, chain saws, string trimmers, lawn mowers, tractors, loaders, utility vehicles, brush chippers and other powered and non-powered equipment.
- Performs minor landscape construction including retaining walls, planting beds, water features and lawn installation.
- Removes dead, dying, diseased or hazardous trees when needed from Town road right-of-ways.
- Participates in seminars and meetings as requested by the Town Board
- Oversees and provides direction to seasonal street/park employees.
- Operates snowplow and related equipment during the winter months for salting, snow and ice removal operations along Town roads, public building parking lots & drives, and trails (where required).

- Makes repairs to town roads, walks, culverts, trails, and signing.
- Provides maintenance of vegetation in road right-of-ways.
- Discuss with Town Board any major equipment upgrades or repairs required for possible inclusion into Town Budget.
- Ability to work independently and respond to Public Works questions and emergencies.
- Maintain regular punctual and predictable attendance.
- Report for overtime work as needed during public works emergencies.
- Attends weekly staff or any other meetings as required.
- All other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of street and storm sewer construction, maintenance, repair and operations.
- Knowledge of street construction inspection duties and responsibilities.
- Horticulture, landscaping and grounds maintenance techniques.
- Basic knowledge of arboricultural techniques.
- Ability to operate all public works equipment in a safe and efficient manner.
- Work with limited supervision.
- Follow oral and written instructions.
- Follow safety procedures.
- Communicate effectively and respectfully with other employees, supervisors and the public.
- Ability to effectively meet and deal with the public, to communicate effectively both verbally and in writing, and to follow oral and written instructions.
- Ability to read and understand engineered plans and Outagamie County GIS information.
- Effectively operate a computer and use MS Word, Excel, and Outlook.

REQUIRED MINIMUM EXPERIENCE, EDUCATION AND TRAINING

- High School Diploma or GED.
- Some formal education or training in the field is required.
- One or more years of related job experience.
- Valid Wisconsin Driver's License.
- Valid CDL (Class B) within 90 days of hire.
- Wisconsin Pesticide Certification Categories 3.0 (Turf and Landscape) & 6.0 (ROW and Natural Areas) preferred.

PHYSICAL DEMANDS

- This position is performed in both indoor and outdoor settings, possibly in adverse weather conditions.
- Requires the ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, noise, wetness, machinery, electrical currents, traffic hazards and/or dust may cause discomfort and where there may be a risk of injury.
- Requires the ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, lying, lifting heavy amounts, carrying, pushing and pulling.
- Requires the ability to sit, stand and walk and do repetitious tasks for an extended period.
- Requires the ability to frequently lift loads of up to fifty pounds and occasional lifting of up to 75 pounds.
- Requires the ability to climb, descend and work from a ladder.
- Requires the ability to operate/use hand tools, power tools, motorized vehicles and equipment.

LEADERSHIP COMPETENCIES

All of our employees are leaders of different varieties and we place as much emphasis on leadership as technical skills. The following leadership competencies have been identified as essential qualities for success in this position:

- Dedication to Service and Customer Focus
- Enthusiasm and Positive Attitude
- Team Player
- Communication and Interpersonal Skills
- Adaptable and **Flexible**

The Town of Freedom is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Town reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.