

LAKE HALLIE  
JOB DESCRIPTION

JOB TITLE: PUBLIC WORKS OPERATOR I

REPORTS TO: PUBLIC WORKS SUPERVISOR

**Job Summary**

The job of Public Works Operator I includes the ability to use a variety of heavy equipment for the maintenance of roads. Winter maintenance activities will be required for this position. The job also includes activities for the maintenance of the water system and village cluster sewer system. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned.

**Essential Duties and Responsibilities**

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

**Primary duties:**

1. Maintenance, operation & activities designed to provide quality streets, storm drainage, and water utility services for the Village.
2. Maintenance & repairs of Municipal owned buildings.
3. Maintenance and repair of the Village water & cluster sewer system at the direction of the Public Works Supervisor.
4. Safely operates trucks of various sizes & weights in loading, hauling and unloading of various equipment and maintenance materials.
5. Perform necessary maintenance of equipment and machinery after each use.
6. Operates light and medium size construction and power equipment such as but not limited to: chainsaws, compactors, steamers, water pumps, locaters and other construction related equipment.
7. Responds to weather situations including snow, ice events, high water, washouts and others as directed. Work operations will continue until roads are passable and cleanup operations may continue immediately or on the following work day. This requires personnel to keep themselves apprised of changing weather conditions. The Village relies heavily on the observation of the Lake Hallie Police Dept and various other sources to alert the Village of impending weather or events.
8. Ability to work the allocated hours of the position and ability to work flexible hours including evening nights, weekends & holidays due to adverse weather conditions or other emergency services.

**Performs**

1. Required labor involved in construction and maintenance projects as part of a crew, including barricading, blacktopping, building maintenance, trimming, traffic signage maintenance, clearing, painting, signing, grading, patching, manhole cleaning, pipe repair, crack filling and other labor type duties that fall under the jurisdiction of the department.
2. Routine inspection, cleaning, and preventative maintenance of an assigned equipment. Refers needed repairs to Public Works Supervisor.
3. Routine inspection & preventative maintenance of assigned areas & projects, including village water and cluster sewer system.
4. Must be able to take direction and work well with others.

**Qualification Requirements**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire for the continuation of employment.

1. High school diploma or GED equivalent
2. Minimum two (2) years experience in heavy equipment operation on a routine basis
3. Must be able to operate a variety of equipment relating to construction and maintenance of roads and

water system.

4. Certifications of base water operator & general wastewater are required or must be obtainable within 18 months of hire.
5. Road maintenance experience preferred.
6. Class **A** CDL required or obtainable within six (6) months of hire
7. Successfully pass a post employment DOT Drug Screen, failure to pass will result in the employment offer being revoked.

**Physical and Work Environment**

1. The duties of the job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking. Lifting and/or move up to 75 pounds occasionally, grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
2. Specific vision abilities requires by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.
3. Employee will be subject to cold, heat, wet, sun, dust, noise, moving mechanical parts, and vibration.
4. May be required to sit for extended periods of time, and move in and out of equipment periodically throughout the day onto uneven terrain.
5. Must be able to operate equipment and machinery in all types of weather conditions including snow removal in winter.
6. Employee may be exposed to hazards such as fast moving vehicles, chemical fumes, airborne particles and high noise levels.