



Lake Hallie Job Description

Job Title: Public Works Operator 1

Reports to Board Liaison and Village Board

Job Summary:

The job of Public Works Operator 1 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 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 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:

- Maintenance, operation & activities designed to provide quality streets, storm drainage, water utility and cluster sewer system services for the Village.
- Maintenance & repairs of municipal owned buildings.
- Safely operates trucks of various sizes, weights in loading, hauling, and unloading of various equipment and maintenance materials.
- Perform necessary maintenance of equipment and machinery after each use.
- Operate light and medium size construction and power equipment such as, but not limited to chainsaws, compactors, water pumps, locators, and other construction related equipment.
- Responds to weather situations including snow removal, ice events, high water, washouts, storm damage and others as directed. Work operations will continue until roads are passable and cleanup operations may continue immediately or on the following workday. This requires personnel to keep themselves appraised of changing weather conditions. The Village relies heavily on the observation of the Lake Hallie Police Department and various other sources to alert the Village of impending weather or events.
- Ability to work the allocated hours of the position and ability to work flexible hours including evenings, nights, weekends, and holidays.

Performs:

- Required labor involved in maintenance projects as part of the Village Public Works Department including barricading, building maintenance, trimming, traffic signage



maintenance, clearing, painting, patching, crack filling, and other labor type duties that fall under the jurisdiction of the department.

- Routine inspection, cleaning, and preventative maintenance of assigned equipment, village water and cluster sewer systems. Refers needed repairs to the Work Foreman.
- Must be able to take direction and work well with others.

Qualifications:

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.

- High School diploma or GED equivalent
- Minimum of two (2) years' experience in heavy equipment on a routine basis
- Road maintenance experience is preferred.
- Class B CDL with air brakes required or obtainable within six (6) months of hire.
- Waterworks Operator Certification (Distribution & Groundwater) as well as General Wastewater and one sub-class required or must be obtainable within 18-months of hire.
- Successfully pass a post-employment DOT Drug & Alcohol Screen

Physical and Work Environment:

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