



Job Title: Public Works Operator
Reports To: Public Works Foreman
Workers Supervised: None

POSITION SUMMARY

The Public Works Operator performs a variety of skilled and semi-skilled tasks in the maintenance and repair of Village infrastructure. Operators work under the supervision of the Public Works Foreman and are expected to assist across all functions of the department. One Operator may be designated as lead for the roads and streets division, coordinating assignments and serving as point of contact for road operations.

MINIMUM QUALIFICATIONS

Education: High school diploma or equivalent required.
Valid CDL with appropriate endorsements.

Experience: Experience in construction, utilities, road maintenance, or public works preferred.
Ability to operate heavy equipment, vehicles, and power tools safely and effectively.
Willingness to participate in on-call rotation and respond to emergencies.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Perform maintenance and repair of streets, utilities, parks, and other Village facilities.
- Assist with water system operations, including installation, repair, and meter reading.
- Operate and maintain heavy equipment, vehicles, and tools.
- Conduct inspections and preventive maintenance on Village infrastructure.
- Respond to weather events, water main breaks, and other emergencies as assigned.
- Provide customer service to residents and contractors.
- Support snow removal operations, including plowing, salting, and hauling.
- Maintain records, logs, and reports as directed by the Foreman.
- For designated Roads Lead Operator:
 - Serve as lead for road and street operations, including patching, striping, signage, and snowplow routes.
 - Coordinate with the Foreman on scheduling and resource allocation.
 - Provide guidance to Operators on road-related assignments.



Knowledge, Skills, and Abilities

- Knowledge of construction practices, utility systems, and municipal road maintenance.
- Ability to safely operate and maintain heavy equipment, tools, and vehicles.
- Basic mechanical aptitude and ability to perform equipment maintenance.
- Strong teamwork and communication skills.
- Ability to follow instructions, work independently, and adapt to changing priorities.
- Physical ability to perform manual labor in varying weather conditions.

Physical and Environmental Requirements

- Ability to perform manual labor including lifting, carrying, pushing, and pulling objects up to 75 pounds.
- Frequent standing, walking, bending, stooping, climbing, and kneeling.
- Ability to operate heavy equipment and vehicles for extended periods.
- Sufficient vision, hearing, and dexterity to safely operate tools and equipment.
- Ability to respond quickly in emergency situations.
- Work is performed indoors and outdoors in all weather conditions, including extreme heat, cold, rain, and snow.
- Exposure to noise, dust, fumes, chemicals, and other environmental hazards associated with public works activities.
- Regular exposure to traffic and work zones requiring adherence to safety protocols.
- Position is subject to being on-call and responding to emergencies outside normal work hours, including nights, weekends, and holidays.

Equal Opportunity Employer

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