

TOWN OF SOMERS

JOB DESCRIPTION: Public Works I

TITLE: Public Works I

POSITION SUMMARY:

The position of Public Works I is a full time position within the Public Works Department of the Village/Town of Somers. The position reports directly to the Public Works Superintendent who serves as the department head.

JOB REQUIREMENTS:

Specific duties included within this position are, but not limited to the following: The Public Works I is required to: assist in general street maintenance, snowplowing, salting, and deicing operations, storm main installation, cleaning and maintenance, assist in asphalt patching and paving operations, gravel road shoulders, clean ditches, dig trenches, install and replace culverts, clean road sides, fabricate and place signs, and operate various tractor equipment such as riding mowers, road side mowing tractors, posi trac, excavator, backhoe, and other varied equipment. Other duties associated with this position include assisting crews with: operating hot tar crack fillers, street crack routers, hot air lance, dual vibration drum rollers, tow behind paver, catch basin maintenance, culvert steamer; small equipment including chain saws, lawn mowers, post hole diggers, pavement cutting saws, wood saws, painting equipment, wood chippers, and sewer rodding equipment; directing traffic around construction work sites; assisting equipment operators in their digging efforts; working within small and confined work spaces, working within wet and damp environments, and working effectively in cold and freezing conditions. The Public Works I is also responsible for assuming snow plowing duties and maintenance of snow removal equipment during the winter months; having the ability to operate and maintain Highway and Storm Maintenance equipment; being able to participate in work activities such as acetylene torching, stick and wire feed welding, cleaning, parts replacement, piping replacements, and performing required preventative maintenance on vehicles, equipment and tools, assisting crews in use of lift hoists during repairs, and performing regular maintenance of Somers Public Works Equipment.

EDUCATION/CERTIFICATION/LICENSE REQUIREMENTS:

1. Must have a High School Diploma.
2. Must have a CDL License (A) endorsement achieved within 3-months.
3. Must be capable of successfully attending training sessions and classes when asked by the Public Works Superintendent.

Minimum Duties:

1. Must be willing to perform routine tasks with consistency of effort.
2. Must be willing to follow policies and procedures.
3. Must have the ability to concentrate and focus in stressful situations.
4. Must be able to effectively communicate with Co-Workers and the Public.
5. Must be able to establish and maintain positive effective working relationships with others.
6. Must have knowledge of street drainage, maintenance, and improvements.

7. Must be able to operate and maintain equipment and tools being used daily.
8. Must be able to load blacktop, gravel, salt, sand, and crushed rock with a back-hoe loader.
9. Must be available 24 hours a day on an as needed basis to respond to any Public Works emergency, plow snow, salt, and sand roads; may have to work Saturdays, Sundays, and Holidays.
10. Must have knowledge of the occupational hazards involved in and the safety precautions necessary for maintenance and repair work.
11. Must be able to shovel sand, black dirt, gravel, etc.
12. Must have knowledge of federal, state, and local transportation policies and procedures.
13. Must be able to lift and operate machinery. (generator, road saw, chain saw, auger, etc.)
14. Must be able to follow sequential orders in executing assigned jobs.
15. Must be able to work at night for extended periods of time-beyond 8 hours.
16. Must be able to assist in the repair of sanitary sewer and water mains.
17. Must be able to excavate safely near gas, electric, phone, and fiber optics utility lines.
18. Must be able to work on lateral mains below the surface.
19. Must be able to flush hydrants.
20. Must be able to lift manhole covers and climb down manholes.
21. Must be able to direct and operate the power flusher while in the manhole.
22. Must be able to operate a generator.
23. Must be able to work on water and sewer mains and their appurtenances.
24. Must be able to use small hand tools while standing in water or wastewater at various depths in the ground.
25. Must have basic knowledge and ability in the repair and maintenance of electrical and mechanical equipment.
26. Must be able to perform heavy and extensive manual labor for a long period of time.
27. Must be able to organize work effectively.
28. Must have the ability to make effective decisions under stressful conditions.
29. Must become and remain a resident of Kenosha County within 12 months of beginning of employment.
30. Essential job functions of this position require a significant amount of standing, walking, sitting, pushing, pulling, climbing, stooping, crouching, balancing, crawling, kneeling, reaching, lifting, and carrying a range of weight up to 100 pounds.
31. This position falls under the full guide lines of ACT 10 as adopted by the State of Wisconsin for public employees.

Location and Time Requirements:

The Somers Village/Town Hall is located at 7511 12th Street, Somers, Wisconsin, and the hours are 7: 00 a.m. to 3:30 p.m. Workdays may fluctuate on a rotating scheduled basis.

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

The Job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.