

Revised: 2/22/2022**CITY OF FENNIMORE
POSITION DESCRIPTION****General information****Position Title:** Public Works Maintenance Worker**Appointing Authority:** Personnel Committee**Confirming Authority:** City Council**Position Reports To:** Street Superintendent**Position Supervises:** Not Applicable**Job Location:** City of Fennimore, Street Shop**Full or Part-Time:** Full-Time**Working Hours:** May vary, generally 7 a.m. to 3:30 p.m.**Salary or Hourly:** Hourly, Non-Exempt**Represented By:** Not Applicable**SUMMARY**

The Public Works Maintenance Worker serves the City of Fennimore to provide safe and well-maintained city infrastructure and buildings. May also provide assistance to other City departments as necessary. This employee is a representative of the City of Fennimore and must be willing to conduct themselves with integrity in a positive and respectful manner at all times.

This position is responsible for construction, repair and maintenance of the city infrastructure and buildings including street, sidewalk and stormwater construction and maintenance, vehicle and equipment maintenance, sign maintenance and municipal facility maintenance, including pool, parks and buildings. May also provide assistance to other City departments as necessary.

LEVEL OF RESPONSIBILITY

Performs under the direction and general supervision of the Street Superintendent. This position does not have any supervisory responsibilities.

ESSENTIAL FUNCTIONS

1. Operates various pieces of heavy equipment such as plow trucks, dump trucks, street sweeper, end-loader, backhoe, roller, tractors and others.
2. Uses hand tools and power equipment such as chain saws, mowers, edgers, skid-steers and others.
3. Performs light mechanical work on equipment and small engines.
4. Performs a variety of manual labor tasks including patching streets, cleaning gutters, culverts, catch basins, mowing, tree planting, trimming and removal, etc.
5. Paints directional signs on streets, barricades, parking stalls, centerlines, curbs and crosswalks.
6. Performs snow maintenance work such as plowing, salting and sanding City streets, sidewalks and parking areas.
7. Assists in sidewalk, curb and gutter and storm sewer construction, repair and maintenance work.
8. Assists in street construction, repair and maintenance work.
9. Installs street signs, directional signs and informational signs.
10. Performs buildings and grounds maintenance as necessary.
11. Performs repairs and maintenance at recreational facilities including swimming pool and parks.
12. Works safely at all times.
13. Understands and follows all safety rules, practices and procedures. Sets positive example for all employees to work in compliance with accepted safety standards to foster a hazard-free environment for employees and the public.
14. Attends meetings and schools as required by the Director of Public Works or City Council.

15. Responds to customer inquiries and complaints.
16. Accepts duty assignments for nights, weekends and holidays and call-in for emergencies, including snow plowing.
17. Performs such other duties as may be assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the operation and maintenance requirements of the various types of trucks or other related equipment, together with the ability to make minor adjustments and do the necessary servicing work. Thorough knowledge of the traffic laws, ordinances, and rules involved in truck operation. Knowledge of occupational hazards and safe work practices in order to operate trucks and equipment safely and effectively.

Skill in the operation of equipment needed to effectively perform the duties and responsibilities of the position, including modern office equipment.

Ability to learn general layout of the City and learn the routes to other locations. Ability to communicate effectively both orally and in writing with business representatives, elected officials, department heads, the general public, and other City employees with courtesy and tact. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships with staff and the public. Ability to utilize a computer and required software.

Experience in the operation of trucks and equipment is preferred.

May be required to demonstrate minimum competency by successfully passing approved tests.

REQUIRED MINIMUM QUALIFICATIONS

1. Graduation from high school or equivalent; and
2. Possession of a valid Wisconsin driver's license.
3. Ability to possess and retain a commercial driver's license with air brake endorsement valid in Wisconsin.
4. Ability and willingness to follow all safety rules and procedures.
5. A sincere attitude of teamwork, and a commitment to community service.
6. Thorough knowledge of the methods, materials, equipment, and vehicles used in performing the essential functions of this position.
7. Strong internal and external customer service skills.
8. Strong attention to detail.
9. Thorough knowledge of occupational hazards and safety precautions.
10. Skills and abilities required to safely and effectively operate the equipment and tools utilized in performing the essential functions of this position.
11. Ability to communicate effectively with fellow employees, supervisors and the general public.
12. Effective knowledge and ability to use various computer-based equipment and programs including word processing and Excel, and cell phones.
13. Demonstrated aptitude for the work to be performed.
14. Strong math skills.
15. Ability to accept and give direction and operate under broad supervision, often independently.
16. Meet DOT hearing standard requirements.
17. First aid certification including competency in CPR.
18. Willingness and ability to respond to after-hour calls in less than 20 minutes.
19. Willingness to attend training away from city property as required.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job:

May include physical activities such as stooping, kneeling, crouching, standing, walking, lifting, grasping, feeling, talking, hearing/listening, seeing/observing, bending/twisting, and performing repetitive motions. May require occasional lifting of heavy objects weighing approximately 50 lbs. May be exposed to extreme weather conditions such as heat, cold, wind, rain and snow. Occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OPPORTUNITIES FOR ADVANCEMENT

The City recognizes that employees will have varying levels of skills and abilities and has provided for an opportunity to advance in category and wage scale. The following guidelines were produced to clarify the different categories of the public works maintenance worker position description based on experience and knowledge of the job.

- Level 1 – This category is for an employee with little or no work experience relevant to the position, or little knowledge of the demands and requirements of this position.
- Level 2 – This category is for an employee with basic knowledge of the requirements of the position and a minimum of 1 year of relevant work experience in this or a related field, and can perform at least 50% of the essential functions of the position with minimal supervision.
- Level 3 – This category is for an experienced maintenance worker that can perform all functions of the position without supervision and meets all required minimum qualifications.

NOTES

1. The job duties listed herein are intended only as illustrations of the 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.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities. The City is an Equal Opportunity Employer.
3. 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. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the City of Fennimore.

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature