

VILLAGE OF PARDEEVILLE

Municipal Services Crewperson

Position Summary

Under general direction of the Director of Public Works, the Village Municipal Services Crewperson will perform the routine duties associated with the operation and maintenance of the Village of Pardeeville Public Works Department. Position is 40 hours per week, to include a full benefit package. Starting wage is \$17/Hour. After a 6-month term, there will be a performance review with a wage increase.

Essential Duties and Responsibilities

- Performs minor and routine building maintenance and repairs including: painting, plumbing, electrical wiring floor care and other related maintenance activities.
- Performs necessary snow and ice measures from sidewalks, parking areas or other designated areas.
- Performs general landscaping duties such as mowing, trimming, weeding, trimming shrubbery, planting and watering.
- Responsible for various record keeping duties: compiles list of necessary supplies and maintains inventory, keeps vehicle maintenance lists current.
- Prepares and maintains all parks and recreation facilities and equipment and other facilities as assigned including athletic shelters, ball fields, picnic tables and benches, signage, refuse containers, bleachers, scoreboards, playgrounds, and fences. Responsible for seasonal opening and closing of all parks.
- Watering and maintenance of trees, shrubs and flower containers throughout the Village.
- Street care and maintenance of all infrastructure and facilities.
- Storm sewer, water line, and wastewater sewer lines care and maintenance.
- Duties associated with composting.
- Cleaning, care and maintenance of Village owned buildings, grounds and other facilities as assigned and deposits refuse according to established procedures.
- Assist Wastewater Treatment Plant Operator, Water Plant Operator and Electric personnel, when needed.
- Assist with limited construction work.
- Assist D.P.W. with records management

- Follow directives from the immediate supervisor and work independently with little or no supervision.
- Demonstrate individual initiative
- Be familiar with employee benefits, rules and regulations.
- Work cooperatively with all Village employees.
- Be courteous and civil to all citizens when on the job.
- Perform assigned overtime duty.
- Be willing to respond to call outs.

Education Requirements

Graduation from high school or possession of a GED (General Educational Development) certificate, and two (2) years of experience performing heavy manual labor; or an equivalent combination of training and experience.

Good knowledge of basic manual labor practices, methods, tools and materials; and some knowledge of the hazards of the work. Ability to perform heavy manual labor over an extended period of time in varying weather conditions; ability to understand verbal instructions and to read and follow written instructions; ability to learn and perform more responsible tasks; ability to use hand and mechanical tools and equipment; and the ability to courteously and tactfully communicate with coworkers, supervisors, other members of the organization, and the public in giving and receiving information.

Applicants for this position will be required to submit to a medical exam, including a back examination, qualifying them to perform the physical work required by this position. Must possess a valid Wisconsin Driver's License and be able to obtain a Commercial Driver's License within six (6) months after hire.

Physical Requirements

Working environment is occasionally indoors, but primarily outdoors and in inclement weather. Physical requirements include frequent walking and standing; lifting, carrying, pushing and pulling up to 50 pounds; frequent balancing, bending, kneeling, handling, climbing, smelling, and twisting; occasional reaching, crawling, and feeling; and vision, speech and hearing sufficient to perform the essential tasks. May be exposed to the following: hazardous or toxic materials, flammable liquids, traffic, cramped or confined work areas, excessive dust, weather/extreme temperatures, trench excavations, underground gas/electric lines, rough terrains, cutting/chipping/grinding, sewage, damp/wet surfaces, snow/ice covered surfaces, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, high noises; and may be required to work overtime and be on 24-hour standby.

This position description is not to be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated in this description.

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

Approved: May 7th, 2019