

Village of Rosendale Public Works Employee Job Description

Supervisor: Director of Public Works

Probationary Period: (6) Six Months

Training: The Village will provide training to the candidate selected for the position.

Wage: Based on knowledge and experience

Residency Requirement: No Residency Requirement. Must reside within reasonable response time as determined by Supervisor and approved by the Village Board.

Characteristics of Work to be Performed: Work is to be performed under the supervision of the Director of Public Works. The job functions listed are intended to illustrate the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

Duties to include, but not limited to:

- Perform work activities such as minor street and sidewalk repairs, tree trimming, brush chipping, leaf collection, lawn mowing and string trimming.
- Perform work operations such as snow and ice removal including plowing, salt and sand application on streets, sidewalks and parking lots.
- Perform general maintenance such as lubrication and filter changes, cleaning and other minor maintenance related to skid loader, tractors, mowers, chainsaws, chippers, leaf collection equipment, compactors, pumps, string trimmers, etc.
- Maintenance of all village park facilities to include playground equipment, bathrooms, ball diamonds, ponds, basketball courts, water systems and other areas as directed.
- Clean and maintain all buildings and facilities owned and operated by the Village of Rosendale.
- Ability to use electrical meters, testers, standby generators, and other related electrical systems and equipment.
- Ability to perform minor electrical, plumbing and woodworking duties.
- Assist in maintenance of the village sanitary sewer system to include jetting, flushing, cleaning inspections, meter reading and documentation activities as directed.
- Perform necessary operation and maintenance activities related to the Wastewater Treatment Facility to include cleaning, sampling, laboratory work, and operation of Wastewater Facility monitoring and control computer software.

- Attend Village Board meetings and committee meetings as required.
- Available to work varying schedules related to seasonal work activities such as snow plowing.
- Available to be “on call” for alarms and emergencies as determined by the Director of Public Works. (May be 2 weekends per month).
- Available to work one weekend per month as directed.

Qualifications – Essential Knowledge and Abilities:

- General knowledge of operation, maintenance and repair of equipment and materials use in public works activities.
- Ability to use and operate a variety of hand tools and power equipment.
- Ability to operate and perform general maintenance on various public works equipment.
- General knowledge of occupational hazards and safe work practices.
- Ability to negotiate ladders, stairways and walkways.
- Ability to lift and move containers and apparatus weighing 100 pounds or less.
- Establish and maintain effective working relationships with contractors, supervisors, coworkers and the general public.
- Must be able to communicate effectively, both verbally and in writing.
- Have general computer skills.
- Work independently with little supervision.
- Be in good general physical condition.
- Hold a valid Wisconsin driver’s license.

Desirable Training and Experience

- Must be a High School graduate or have equivalent degree.
- Willing to obtain training and certification required by the State of Wisconsin of Natural Resources for the operation and maintenance of the Wastewater Treatment Facility and collection systems.

Further Requirements: Candidate must pass alcohol and drug testing and general physical required by the Village of Rosendale. Ability to work some nights (seasonal), rotating weekends, holidays and “on call” schedules as required.