

**VILLAGE OF OOSTBURG  
POSITION DESCRIPTION – DEPT of PUBLIC WORKS**

**Position Title: Maintenance Worker**

**Reports to:** Finance Committee

**Employment Category:** Full-time

**Pay Range:** Dependent upon qualifications and experience

**GENERAL SUMMARY:**

As a collaborative member of the Department of Public Works (DPW) team, the Maintenance Worker will perform a mix of unskilled and semi-skilled maintenance work and operate a variety of equipment to maintain streets, building & grounds, vehicles, landscaping and storm water utilities as part of his or her role to keep the facilities, parks and streets owned by the Village of Oostburg in excellent condition. The DPW team is critical asset in creating a feeling of pride within the community.

This position spends many hours outdoors, can be physically demanding at times, and will require the operation of heavy machinery and vehicles. Flexibility in hours is a must as the entire DPW team shares in being 'on call' for emergencies, rotates weekend coverage (generally assigned a few hours every 5<sup>th</sup> weekend) and must be prepared to work when large snowstorms are predicted (including no alcohol consumption when snowplow driving is anticipated).

**ESSENTIAL DUTIES & RESPONSIBILITIES**

While not an all-inclusive list, the responsibilities below are routinely required for this position and will be performed under general supervision until the employee has developed his/her skillsets.

1. Maintain, construct, repair and clean streets and sidewalks; including storm sewers and catch basins; and installation and overall maintenance of traffic control, regulatory and street identifications signs.
2. Operates equipment such as tractors, street sweeper, front-end loader, sewer jet & TV truck, roller, concrete saw, chipper, pumps, boilers, heating and ventilating systems, and drives all CDL level trucks in order to perform work deemed necessary.
3. Perform basic mechanical work, maintain and repair vehicles and equipment (tires, oil changes, lubrication, etc.) within capabilities.
4. Perform general maintenance of parks and grounds, including planting, trimming and cutting of grass, shrubs and trees with some landscaping; set-up, park and recreation equipment, including picnic tables, bleachers and fences.
5. Performs safe and effective operation of plow trucks and wings and related snow and ice removal equipment and hauls sand, gravel, dirt, snow, salt, garbage, yard waste, materials and equipment deemed necessary.

6. Provide routine maintenance to building and grounds which could include: repair, paint and clean village owned buildings; water grass and vegetation and repair/replant landscaped areas around rebuilt manholes and water shut-offs.
7. Keeps accurate records, makes reports, and performs additional tasks as required by supervision when said tasks are deemed proper for the operation of the department.
8. As an ambassador for the Village, interact with the public and answer questions.

### **EDUCATION & EXPERIENCE**

High school diploma or a GED Certificate recognized by the WI Department of Public Instruction.

### **CERTIFICATIONS REQUIRED**

The following licenses are required and the Village will fund for the costs:

1. State of WI Groundwater & Distribution License
2. State of WI Grade 2 Wastewater Treatment Operator License

### **QUALIFICATIONS & SKILLS**

- Knowledge of the proper uses and techniques for using materials, equipment and power and hand tools for ground maintenance, repair, construction and other departmental activities.
- Working knowledge of the occupational hazards and safe work practices involved in the operations of the Department of Public Works.
- Possession of a valid Wisconsin Commercial Driver's License (CDL) with endorsements "ABCD" in good standing or the ability to obtain within three months of hire. Failure to obtain or maintain will result in termination of employment. (May be required to obtain a Class A based on Departmental needs)
- Knowledge of basic mathematical principles.
- Demonstrated success working in a team environment, where establishing trust between team members is critical.