

**Population: 7,507**

**VILLAGE OF MUKWONAGO, WISCONSIN  
Position Description**

**Title:** Public Works Crewperson

**Status:** Part-Time Wage, NR

**Department:** Public Works

**Revision Date:** August 5, 2014

**Reports to:** Public Works Supervisor/Coordinator

**Adoption Date:** August 19, 2014

**I. MISSION.** The mission of the Part Time Public Works Crewperson is to serve the residents of the Village of Mukwonago.

**II. PRIMARY FUNCTION.** The Part Time Public Works Crewperson is responsible for assisting the Public Works Department in the maintenance of all municipally owned buildings, sanitary and storm sewers, streets and parks maintenance, snow and ice removal, maintenance of parking lots, drainage ditches, and alleys, weed spraying and other activities of the Public Works Department.

**III. ESSENTIAL DUTIES AND RESPONSIBILITIES.** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

**A. GENERAL DUTIES**

1. Assist Public Works Staff or work independently on any of the duties listed below.
2. Maintain the Village Hall, Library, Museum, Police and Fire House buildings including roof repair, furnace repair, light bulb replacement, door and window repair, plumbing repair, maintenance of the lawns and snow removal.
3. Maintain on a daily basis the dam of the Mukwonago River involving painting, cleaning and adjusting.
4. Maintain and repair any village equipment as needed, such as lawn mowers, trucks, street sweepers, snow blowers, air compressor and any other maintenance.
5. Maintain approximately 30 miles of street in the Village of Mukwonago consisting of snow plowing, patching, crack sealing, sweeping and road edges.
6. Clean the gutters, replace and repair broken curbs and clean storm sewers and storm sewer grates.
7. Sweep the streets.
8. Clear out all culvert under the streets and driveways of the Village of Mukwonago.
9. Perform snow and ice removal control including plowing the snow, sanding the ice and removing the snow from the streets.
10. Paint parking stalls, handicapped areas, stopping and starting areas and crosswalks for the Village.
11. Pick up brush and limbs and trim all trees hanging over the Village streets and sidewalks.
12. Maintain Village parks involving grass cutting, trimming, garbage collection and maintenance of park equipment and park buildings.

- 13. Maintain a program to eliminate the noxious weeds on Village property and/or Village private property.
- 14. Ability to work nights, weekends and holidays for snow removal and street maintenance.

**IV. EDUCATION, LICENSURE/CERTIFICATION AND EXPERIENCE.** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

- A. High school diploma or GED.
- B. Valid Wisconsin driver's license.
- C. Experience plowing snow with a Pickup truck.
- D. Experience operating motorized equipment used in snow removal and mowing operations.
- E. Valid Wisconsin Class B Commercial driver's license with air-brake endorsement a plus.
- F. Ability to work nights, weekends and holidays for snow removal and street maintenance.

**V. ESSENTIAL SKILLS OF THE JOB.**

<u>Essential Skills</u>	<u>Qualifications</u>
Communication Skills	Speech, hearing and grammatical, facilitative and teamwork skills. Ability to maintain good public relations.
Cognitive Skills	Multiple processing skills for problem solving. Detail-oriented.
Physical Skills	All of the jobs are physical. They require heavy lifting, twisting, standing, stooping, crawling and working in high places.

**VI. WORK ENVIRONMENT.** The work environment characteristics are reflective of the responsibilities as described in the major duties and responsibilities. Work is performed both inside and outside, where extreme weather conditions may be experienced. Contact with staff, other Village employees, public and governmental agencies are required.

**VII. AMERICANS WITH DISABILITIES ACT (ADA) ESSENTIAL ELEMENTS AND QUALIFICATIONS.**

- A. Requires normal vision range and absence of color blindness.
- B. Requires eye/hand coordination and manual dexterity.
- C. Requires lifting up to 50 pounds.
- D. Frequent bending, stooping and walking.
- E. Requires walking, as related to water meter reading, and other duties.
- F. Requires indoor/outdoor job duties and responsibilities.
- G. Requires confined space entry.

**VIII. ADDITIONAL REQUIREMENTS.**

- A. Compliance with the conditions of employment as stated in the Village of Mukwonago Employee Handbook.
  - B. Implement the policy directives of the Village Board and Committees.
  - C. The Department of Public Works may at times assist the Utilities Department with their duties.
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The Village of Mukwonago is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee signature

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Date