

RESOLUTION 2017-041

VILLAGE OF MUKWONAGO PUBLIC WORKS SEASONAL CREWPERSON POSITION DESCRIPTION

Title: Public Works Seasonal Crewperson
Department: Public Works
Reports to: Public Works Director

Status: Seasonal Wage, NR
Revision Date: April 24, 2017
Adoption Date: May 16, 2017

I. PRIMARY FUNCTION. The Summer Seasonal Public Works Crewperson is responsible for assisting the Public Works Department in the maintenance of all municipally owned buildings, storm sewers, streets, parking lots, park, sports fields, and other activities of the Public Works Department.

II. 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. Focus on providing good customer service in the performance of the duties.
3. Maintain Village parks involving grass cutting, trimming, garbage collection, athletic field preparation, and maintenance and inspection of park equipment, play structures and park buildings.
4. Maintain the Village Hall, Library, Museum, Police, DPW Garage and Fire House Station buildings including, light bulb replacement, and maintenance of the lawns.
5. Maintain approximately 40 miles of streets in the Village of Mukwonago consisting of patching, and grading road edges.
6. Maintain the Village storm sewer system including pond maintenance, catch basin cleaning, and cleaning of storm sewer grates
7. Paint street and parking lot markings on public streets and Village maintained lots.
8. Maintain street and park trees as directed by the Village Forestry Program, including trimming, removal, brush chipping, stump removal and planting
9. Maintain the Village Sign Program including GIS data entry, repair, replacement and installation of new signs.

III. 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 operating motorized equipment used in mowing operations.

IV. ESSENTIAL SKILLS OF THE JOB.

- A. Knowledge and use of proper safety procedures at all times and in all environments.
- B. Ability to maintain good public relations.
- C. Effective written and verbal communication skills.
- D. Multiple processing skills for problem-solving and detail orientation.

- E. Ability to work independently and as part of a team.
- F. Ability to perform physical aspects of the job which include heavy lifting, twisting, standing, stooping, crawling and working in high places.

V. **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.

VI. **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 indoor/outdoor job duties and responsibilities.
- F. Requires the ability to work above the ground.

VII. **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.
- C. The Department of Public Works may at times assist the Utilities Department with their duties.

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.

Adopted this 16th day of May 2017.



Attest:


Fred Winchowky, Village President


Steven Braatz, Jr., Clerk-Treasurer