

City of Washburn Job Description



Position Title: **Equipment Operator / Laborer**

Department: **Public Works Department**

Immediate Supervisor: **Director of Public Works**

General Statement:

This full time, 40 hour per week position within the Public Works Department is intended to provide for the efficient delivery of public works and utility services to residents of, and visitors to the community. As such, the Equipment Operator operates one or more types of motorized equipment while performing building maintenance and construction, park maintenance and construction, cemetery duties, utility maintenance and construction, road maintenance and construction, harbor maintenance and construction, as well as manual labor as required by the needs of the department and requirements of the City.

Assignments may include janitorial tasks, utility monitoring and/or equipment maintenance and repair duties, and emergency and non-emergency on-call assignments as necessary.

This position works closely with the general public, administrative staff, and regulatory agencies in carrying out responsibilities of the Department. Must be a team player and maintain cooperative and “can do” attitude relationships with all municipal departments. Must possess oral and written communications and above average problem-solving skills.

Essential Functions and Related Tasks:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- 1) Provide a high level of customer service at all times. Project and maintain a positive image on behalf of the City of Washburn during the course of performing the duties of the position.
- 2) Must have ability to be motivated and productive at all times and particularly when immediate supervisor is not available. Must have high level of common sense and ability to make judgment calls in absence of supervisor.
- 3) Daily tasks will be as assigned by the position’s supervisor and may include, but are not limited to, day to day operation and maintenance of streets, water distribution system, wastewater collection system and wastewater treatment plant, municipal buildings, parks and grounds, cemetery, storm sewer system and drainage ways, custodial duties, and maintenance of vehicles and equipment among others. Must maintain a high level of productivity and search out for tasks to accomplish during work hours at times the presence of supervisor may be lacking.
- 4) Ability to:
Communicates effectively with customers, the general public and superiors.
Work courteously and tactfully with customers, the general public and superiors.

Work independently and effectively in the course of carrying out assigned duties.
Work cooperatively with other employees, departments, and other units of government.
Carry out written and verbal orders efficiently and completely with minimal supervision.
Operate all equipment and machinery with care to ensure the preservation of municipal equipment, prevent injury to municipal employees and the general public and prevent property damage.

- 5) Ensures compliance with work rules of the department, state, and federal agencies.
- 6) Responsible for protection of municipal property and equipment. Must operate all equipment with care and responsibility. Reports all unlawful, mischievous, and/or malicious activities to immediate supervisor for further investigation by law enforcement agencies.
- 7) Required to take "On-Call" assignments as determined by supervisor.
- 8) Perform related duties as necessary and assigned.

Supervision:

This position is accountable to the Director of Public Works.

Qualifications:

- A) High School graduate or equivalent.
- B) Must have good working knowledge of standard practice in operation and repair of heavy equipment, public buildings and facilities; water, sanitary and storm sewer systems; roads, sidewalks, pathways, parks and playground, marinas, docks and erosion control, etc.
- C) Must be capable of carrying out tasks efficiently and productively in absence of supervision.
- D) Must be able to operate all Public Works equipment including loaders, dozers, trucks, backhoe, grader, sewer cleaners, trucks, etc.
- E) Knowledge of safety practices required for Public Works operations.
- F) Must have possession of, and maintain as a condition of employment, a valid Wisconsin CDL with all endorsements as may be required by the City from time to time for Washburn's Public Works Operations.
- G) Must acquire and maintain, as a condition of employment, the necessary certifications for operation of municipal water and wastewater systems if and when required by the City.
- H) Must have, and maintain as a condition of employment, a safe driving record.
- I) Must have, and maintain as a condition of employment, access to dependable transportation.
- J) Must be able to pass a pre-employment physical including a drug and alcohol screen.
- K) Prefer computer literacy.

Physical Requirements in Performing Tasks Listed:

The physical demands described here are representative of those that must be met in order for an individual to successfully fulfill the essential functions of this position. Reasonable accommodations may be offered to enable an individual with disabilities to perform the essential functions.

Work is performed in both indoor and outdoor settings. The Equipment Operator will be frequently required to sit, stand, and kneel for extended period of time, walk over rough or uneven surfaces, work in excavations, confined spaces, and unpleasant surroundings, talk, hear, navigate stairs and may occasionally lift heavy objects.

While performing the duties of this job, the employee will work frequently with a motor vehicle, small engine powered equipment, heavy equipment, hand tools, work in indoor, outdoor settings, and confined spaces such as public right-of-ways, parklands, municipal facilities such as wells, wastewater treatment plant, sanitary sewers, harbor, etc. Lighting and noise levels will vary from location to location and from day to day. The outdoor settings will present various types of weather conditions and terrain. The employee will be exposed to hot and cold temperatures, precipitation, fumes from paints, herbicides, pesticides, gasoline and fuels, cleaning supplies, vehicle exhaust, campfires, marine vessels, etc. The employee will be exposed to allergens and unpleasant conditions.

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