

TOWN OF SHEBOYGAN

JOB DESCRIPTION

Title: Public Works Employee

Department: Town of Sheboygan, Sanitary District No. 2 Sewer & No. 3 Water

Reports To: Director of Public Works

I. PURPOSE AND SUMMARY

This skilled position requires heavy manual labor in the repair and maintenance of the water distribution and wastewater collection systems. This position performs all functions necessary for the completion of public works projects. This position performs all tasks involved in the installation, maintenance, repair and operation of the water and sanitary system. This position includes manual work involved in maintenance and repair of streets and roads, to operate heavy motorized equipment used in the maintenance of roads and bridges; and to do related activities as required. This position also performs snow removal, general maintenance activities and repairs and maintains roadways. This position may also require effective supervision of work crews engaged in various work activities of the Town. There is frequent interaction with the public and other Public Works employees. This position must maintain all departmental safety policies and procedures as mandated by Local, State and Federal governments as well as insurance carriers. This position works under the direction of the Director of Public Works.

II. DUTIES (This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required or assigned.)

- Leads and participates in the maintenance and/or repair of the water distribution and wastewater collection systems.
- Performs heavy manual labor including digging, lifting and breaking pavement under varying weather conditions while exposed to dampness, fumes, odors, dust, biological, electrical, mechanical and traffic hazards.
- Builds and adjusts manholes, frames and covers and sets roadway valve box castings.
- Operates various hand tools, including but not limited to jackhammer, pavement breaker, pick, shovel and various wrenches.
- Operates power equipment including but not limited to air compressors, pavement breakers, jet truck and various type pumps.
- Participates in traffic control.
- Removes and replaces various types of paving.
- Participates in stand-by duties, which involves working alone or with co-worker at night and on the weekend to resolve situations that occur after normal business hours.
- Unclogs stopped sewer lines.
- Operates vehicles of various descriptions.
- Makes repairs to fire hydrants and installs temporary water meter connections on fire hydrants.
- Turns water meter connections on and off.
- Installs meters and turn-on valves.
- Climbs in and out of manholes of various depths.
- Operates atmospheric monitoring device in confined spaces.
- Performs tasks and assist co-workers with minimum of supervision.
- Demonstrates good workmanship in a neat and timely manner.
- Must be able to perform job duties as described on essential functions addendum.
- Cleans up debris and trash along roadway; cuts brush and trees; mows grass and weeds with hand or power mower; performs shovel and pick working digging, widening and backfilling ditches and other excavations works.
- Loads and unloads material and equipment; acts as flag person for repair crews.

- Operates dump trucks, power mowers, post-hole diggers, jackhammers, chain saws, sprayers, small tractors, pick-up trucks and similar equipment.
- Maintains time, material and equipment records; performs minor repairs to equipment and vehicles.
- Install, repair or replace snow fence; remove snow from highways with plows and sand/salt icy roads.
- Builds and adjusts manholes, frames and covers and sets roadway valve box castings.
- Leads and participates in the maintenance and/or repair of the water distribution and wastewater collection systems.
- Assists in developing and giving on-the-job training of personnel in specifics of work duties and work methods.
- Performs related work as required.
- Insures that preventive maintenance and minor repairs are performed on equipment.
- Investigates complaints, initiates corrective action, and reports back to Director of Public Works.
- Directs and enforces all State, Federal and local safety laws and regulations including required training and DOT mandated drug and alcohol testing.
- Exercises valves yearly and makes necessary repairs.
- Operates hydrants semi-annually to flush mains and makes necessary repairs.
- Reviews water and sewer plans and specifications.
- Locates mains and laterals for construction and other improvements.
- Cleans, repairs, and keeps records of mains in sewer system.
- Keep records of daily work functions, fills out and submits time distribution of activities.
- Adds chlorine and maintains daily records, tests for residual levels daily.
- Maintains pumping equipment, water mains, chemical feed equipment and well houses.
- Takes static and pumping water levels and keeps records.
- Operates supervisory control & data acquisition system (SCADA).
- Makes inspections and necessary repairs of water laterals.
- Raises, repairs and lowers curb boxes and manholes to the appropriate grade.
- Install, test and maintain all meters and reads quarterly.

III. QUALIFICATIONS

- Must be able to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- Ability to perform mathematical calculations with fractions, decimals and percentages.
- Ability to perform occasional overtime, night and weekend work.
- Ability to work while wearing personal protective equipment such as steel-toed shoes, rain gear, hard hats, goggles, etc.
- Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.
- General working knowledge of, or the ability to learn, the operation of municipal water distribution and wastewater collection.
- Ability to exercise independent judgment within the limits of the position.
- Physical strength and dexterity requirements are, but not limited to
- Climb ladders; descend manhole steps approximately 25 feet deep.
- Work in confined spaces.
- Work in confined spaces in the presence of offensive dust, fumes, odors and hazardous materials while wearing proper personal protective equipment.
- Manipulate both large and small tools and parts.
- Drag 100 feet of 3" fire hose.
- Remove and replace a manhole cover weighing approximately 70 lbs.
- Ability to operate heavy motorized equipment such as loaders, large snow plows, large truck and tractor and similar equipment of comparable size and complexity.
- Working knowledge of established methods, practices, materials, tools and equipment used in the maintenance and repair of roads.
- Working knowledge of occupational hazards and safe work practices.
- Working knowledge of operating principles and procedures of trucks and other highway maintenance equipment.

- Ability to follow oral and written instructions.
- Ability to establish and maintain effective working and public relations.
- Considerable knowledge of materials, methods, practices and equipment used in public works construction and maintenance.
- Thorough knowledge of work hazards and safe work practices.
- Ability to exercise good judgment, courtesy, and tact in maintaining effective public and employee relations and interdepartmental cooperation.
- A high sense of responsibility and initiative to work independently without supervision and to work from oral and written instructions.
- High level of accuracy and proficiency in interpreting and compiling records and data, and ability to collate and summarize data and prepare reports.
- Ability to read and comprehend blueprints and specifications.
- Considerable ability to organize, schedule, prioritize and supervise work.
- High School diploma or a GED Certificate recognized by the Wisconsin Department of Public Instruction.
- Four years work experience relating to public works projects, maintenance and scheduling, at least two years of which have involved supervisory responsibilities.
- Satisfactory completion of recognized seminars and courses in supervisory development and management. Demonstrated leadership ability may be substituted for supervisory experience.
- Must possess a valid Wisconsin Driver's License in good standing and a Commercial Drivers License.
- Knowledge of modern principles and practices of preventive maintenance of equipment and a working knowledge of minor repairs.
- Ability to lift items weighing 100 pounds with frequent lifting and/or carrying of objects weighting up to 50 pounds for extended periods under variable terrain and weather conditions.

IV. TRAINING AND EXPERIENCE

- High school graduate or GED equivalent.
- Possession of a valid Wisconsin driver's license or privilege by the date of appointment and thereafter.
- Ability to obtain a Class "B" commercial driver's license, with air brakes, within six months of hire date.
- Possess a valid Commercial Driver's license.