



Grand Chute Town of Grand Chute Position Description

Department: Public Works Department

Title: Maintenance Worker - Street & Utilities **Pay Grade:** **FLSA:** Non-exempt

Date: November 2018 **Reports to:** Public Works Superintendent

Purpose of Classification

The purpose of positions in this classification is to perform general labor tasks in the maintenance of roads, right-of-way, parks, grounds recreation facilities and buildings, water distribution and sanitary sewer collection system maintenance and repair tasks, under the supervision of the Road Foreman and Public Works Superintendent.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Operates a variety of equipment, machines and tools in the repair and maintenance of streets, water utility systems and sanitary sewer utility systems such as lawn mowers, snow blowers, ATV/UTV, tractors, and one-ton truck with plow attachment.
- Flushes hydrants.
- Lawn and roadside mowing, landscape maintenance, and clearing brush and trees.
- Direct traffic at job sites.
- Town Hall maintenance and minor repairs.
- Brush chipping and street sweeping.
- Snow plowing.
- Assist in erecting signs.
- Picks up refuse from roads and right-of-way.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this classification and may also be performed by other unit members.

- Performs equipment and building maintenance.
- Cleans equipment and buildings.
- Street sign and marking maintenance.
- Assists in rebuilding, relocating hydrants, adjusting manholes, repairing and maintaining valves.

Maintenance Worker – Streets & Utilities – Job Description

- Cleans sewer mains.
- Inspects lift stations and pumps.
- Give work direction to summer employees.

Knowledge, Skills and Abilities Required to Perform Essential Job Functions

Minimum Training and Experience Required to Perform Essential Job Functions

Must be at least eighteen (18) years of age. A high school diploma or equivalent and a minimum of one-year prior responsible work experience in the area of street and utility maintenance and/or construction, facilities and grounds maintenance, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. A valid Wisconsin driver's license is required.

Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following prescribed plan requiring the exercise of some judgment.
- Ability to compare, count differentiate, measure and sort information.
- Ability to assemble, copy, record and transcribe data information.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to follow specific instructions and respond to simple requests from others.
- Ability to utilize a wide variety of descriptive data and information, such as blueprints, work orders, location tickets, vehicle maintenance records, policy manuals, maps, diagrams and general operating manuals.
- Literacy in English with the ability to understand and carry out oral and written instructions and posted schedules.
- Ability to establish and maintain effective, harmonious, cooperative and productive working relationships with other employees and to effectively communicate with the public, contractors, and customers.

Mathematical Ability

- Ability to add, subtract, multiply and divide.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments such as welder, cutting torch, sewer cleaners, metal detectors, mechanic's hand tools, hand excavation tools and carpenter's tools, crack sealing equipment, jack-hammers, vibrating skid plate tampers, string trimmers, chain saws, pruners, welder, and a cutting torch.
- Ability to perform general maintenance on equipment and machinery.

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- Ability to coordinate eyes, hands, feet and limbs in performing highly skilled movements such as power equipment use.
- Ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
- Ability to lift objects weighing up to one hundred pounds (100) pounds and to repeatedly lift, move and carry objects weighing more than 100 pounds with assistance.
- Ability to recognize and identify similarities of differences between characteristics of colors, forms, sounds, tastes, odors and textures associated with job related objects, materials, and tasks.

Environmental Adaptability

Ability to work under moderately hazardous and uncomfortable conditions where exposure to environmental factors such as extreme hot or cold, odors, toxic agents, violence, noise, vibrations, wetness, machinery, electrical currents, traffic hazards, disease and/or dust may cause or causing discomfort and where there is risk of injury.

EEO/ADA Policy Statement

The Town of Grand Chute is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of Town and requirements of the job change.

Employee's Signature

Supervisor's Signature

Date

Date