

Village of Cedar Grove, WI
Job Description

POSITION TITLE: DEPARTMENT OF PUBLIC WORKS GENERAL EMPLOYEE

JOB SUMMARY

The Public Works General Employee works under the direction of the Public Works Manager to carry out the day-to-day tasks associated with maintaining Village property and interests. This is a full-time position filled and employed by the Village Board after consulting with the Public Works Manager. Employment can be revoked by the Public Works Manager with consent of the Village Board, in accordance with all applicable Wisconsin Statutes and the Village of Cedar Grove Employee Handbook.

The employee is responsible for aiding in the maintenance of Village property, museums, parks, streets, and other Village interests. The Public Works General Employee's work performance is under the administrative direction of the Public Works Manager.

Essential Duties and Responsibilities:

Most essential to this position is thorough knowledge of construction and grounds maintenance equipment. Essential duties and responsibilities include, but are not limited to:

- Operation of lawn maintenance equipment;
- Operation of snow removal equipment such as snow blowers and plow trucks;
- Operation of heavy construction equipment;
- Assist with maintenance of Village buildings;
- Assist in repair of water mains, sanitary sewers, storm sewers, and other Village utilities;
- Assist with street repair;
- Maintain Village vehicles and equipment as needed;
- Provide a safe work environment for yourself and those around you;
- Perform other seasonal functions as needed;
- Within twelve (12) months from the date of hire, employee is required to reside within a five (5) mile radius of the Village of Cedar Grove's municipal borders.

Supervisory Responsibilities:

None.

Minimum Education and Experience Requirements:

- This position requires, at a minimum, a high school diploma;
- 2-3 years' experience in a construction or heavy landscape position desirable;
- Must be able to read, write, and speak English.

Special Requirements or Accreditation:

- The employee must possess and maintain a valid Wisconsin Driver's License.
- The employee must possess and maintain a Commercial Driver's License.
- Copies of certifications must be kept on file in the Village Clerk's office.

Physical Demands/Work Environment:

- The position requires frequent lifting of up to 50 pounds and infrequent lifting of weight in excess of 50 pounds.
- Many job functions are performed outdoors, which requires exposure to heat, cold, rain, snow, and all other types of weather.

Interaction with Other Departments/Staff:

- Due to the nature of this position, many functions are performed with other members of the Public Works Department.
- Cross training is required to support the absence of other employees at the direction of the Public Works Manager and the Village Board.

Hours of Work

- Eight (8) consecutive hours exclusive of not less than one-half hour, or more than one (1) hour lunch period, shall constitute a normal workday.
- Extra hours are required for additional workload and emergencies as needed.

Signing below indicates that the employee acknowledges the responsibilities, requirements, and expectations as stated in this job description. It is also acknowledged that this position is not limited to the items indicated. Furthermore, the Village of Cedar Grove is an “At Will” employer and this document does not represent a contract for employment.

Employee

Date

Village President

Date

Personnel Committee Chairman

Date