



## Public Works Operator Job Description

**Department:** Department of Public Works

**Reports to:** Public Works Lead

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**Background Check:** Yes

**Workweek:** Typical workweek Monday -Friday, 6:30am – 3pm. Potential for year-round call-ins for snow ice removal, and other emergencies.

**Location:** 570 Aspen St.

**Pay Grade Classification:** Non-Exempt

**Supervises:** None

**Medical/Physical:** Yes

### **General Statement of Duties:**

Under the direction of the Public Works Lead, perform duties required to provide and maintain city streets, parks, terrace trees, city utilities, refuse and other special collections, inspections, equipment maintenance, and general public works maintenance, and other duties as may be assigned in accordance with city ordinances and policies. The employees will provide necessary services in a safe, timely and professional manner to allow for effective operations. The employees will be required to perform services as needed during scheduled working hours and after hours as necessitated by weather or factors which require immediate service or attention. Emergencies and/or other circumstances may require working at any time of the day or night and sometimes for extended hours; overtime may be required.

### **Distinguishing Features of the Class:**

- This job must have the ability to operate equipment and perform duties in a safe and responsible manner.
- Maintain effective good relations with the public.
- Must be a productive self-starter and be able to work alone.

### **Examples of Work:**

- Work is generally performed outdoors year-round in varying weather and environmental conditions.
- Work sites may be dusty, noisy and on occasion, hazardous. Job duties require a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching, climbing, digging, and scooping with a shovel, raking, and shoveling snow.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus.
- Incumbents must have the ability to transport themselves to and from work sites and lift 30 pounds frequently and repeatedly and lift up to 75 pounds occasionally and as needed.
- Must also possess the coordination and manual dexterity necessary to physically access and maneuver on rough and irregular terrain.
- Must have sufficient stamina to engage in such activities for prolonged periods of time.
- Must also be able to work from a ladder at heights greater than four (4) feet and ability to work from a lift more than 20 feet.
- Trim, plant, remove trees, stump grinding, tree & brush control.
- Perform construction projects such as rebuilding and installing manholes, storm sewer inlets, concrete work, building maintenance and improvement, and other facilities and amenities.
- Work in trenches and above ground.
- Snow plowing and snow removal, hauls and applies sand/salt/brine. Notifies supervisor or Police Department of changing or hazardous conditions.

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

This position description is intended to describe the general nature and level of work being performed by most people assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and requirements. Scheduling flexibility is required to accommodate changing organizational needs. Revised: 4.12.2023

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- Grass cutting and trimming.
- Cleaning and maintaining restrooms and park areas.
- Collection of refuse, rubbish, and recycling materials.
- Construction, painting, and necessary repairs to equipment, buildings, and property.
- Maintain park equipment, structures, prepare and maintain ball diamonds, soccer fields, playgrounds and other amenities.
- Street crack filling.
- Assist seasonal employees.
- Other duties as assigned.

### **Required Knowledge, Skill and Ability:**

- Ability to perform strenuous manual labor on a regular basis.
- Ability to accept and follow directions.
- Ability to operate heavy equipment (e.g. plow/dump truck, front end loader, backhoe, street sweeper, grader, and all other equipment necessary to perform year round operations.
- Ability to operate light equipment (e.g. skid steer, tractors, lawn mowers, etc.)
- Ability to safely operate small hand and power tools, equipment, light and medium snow removal equipment, and motor vehicles.
- Ability to communicate effectively in oral and written form, basic computer skills, and a mechanical aptitude.
- Basic everyday living skills are needed as well as the ability to understand and follow verbal and written directions, read, write. Basic math skills including addition, subtractions, basic algebra, and geometry. Ability to read a tape measure.
- Ability to establish and maintain effective working relationships with City officials, fellow employees, patrons, and members of the public.
- Ability to maintain regular and dependable attendance on the job, including attendance and job performance for possibly prolonged periods of time when called out on short notice due to weather conditions, emergencies, and similar situations of public necessity.
- Understands the importance of weather related and emergency responses. Routinely participates when called in for snow removal or other emergencies and responds in a timely manner when contacted by the employer for non-scheduled work.
- Ability to work a varied schedule, including nights, weekends, extended and non-standard hours as may be necessitated by assigned duties and/or special circumstances.

### **Acceptable Experience and Training:**

- High School graduate or GED equivalency is required. Some trade or technical schooling is preferred.
- Three (3) plus years of experience with fundamental job duties preferred.
- Experience with heavy equipment operations preferred.
- Must possess a valid driver's license and Class B Commercial Driver's License.
- Physical examination and drug screening tests will follow all conditional offers of employment.
- Be available for overtime work or emergency calls.
- This description is not intended to be all-inclusive and other duties may be assigned to meet the City's needs.
- Residence in Ripon desirable. Must be able to respond to call-in and emergencies within 30 minutes.4/11/2023

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