

VILLAGE OF SHARON

Public Works Department Employee

JOB SUMMARY/OBJECTIVES – This position is responsible for assisting the Director of Public Works with daily duties, maintenance and repairs of streets, buildings, equipment, snow removal, parks, wastewater treatment plant and the water department.

JOB DUTIES AND RESPONSIBILITIES – The following is a list of job duties and responsibilities of the public works employee. This is in no way a complete list or job description of the public works employee.

- General maintenance on mowing equipment including lawn mowers, trimmers and weed sprayers
- Monthly water meter readings. Meter change-outs, outside read and wiring installations.
- Record readings at well sites on weekends assigned.
- Assist with hydrant flushing and repairs.
- Assist in valve turning and record keeping.
- Help with water main breaks and repairs.
- Learn the weekend routine at the WWTP
- Assist with repairs at the WWTP.
- Maintain buildings and grounds at the WWTP.
- Chip brush, trim trees, saw wood.
- Operate equipment for the maintenance and construction of streets, storm sewers, sanitary sewers, water main and services, ditches, parks and buildings. Perform hand labor tasks if necessary of the above list.
- Operate tractors, dump trucks, snowplows, snow-blower, riding lawnmowers and street sweeper.
- Operate small equipment such as but not limited to, power tools, concrete saws, paint strippers, weed cutters.
- Perform but not limited to: clean streets, paint streets, crack-fill streets, collect brush, mow, fertilize, trim and remove trees, paint equipment and buildings.
- Assist and perform the necessary repair and maintenance of all light and heavy equipment, such as cleaning, change oil and filters, lubricate and make small repairs of broken or malfunctioning equipment and keep records of the work.
- Obtain DNR certificates for Water and Wastewater.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of maintenance and repair procedures for buildings and equipment.
- Ability to apply common sense understanding to carry out instructions in oral or written form.
- Have prompt and courteous dealing with the general public.

EDUCATION AND EXPERIENCE

- A high school diploma or GED.
- Good verbal communication skills.
- Valid driver license