

VILLAGE OF ASHWAUBENON
Public Works Summer Maintenance
POSITION DESCRIPTION



DEPARTMENT: Public Works

CLASSIFICATION: LTE Full-time (40 hours/week)
Not to exceed 1200 hours/year

REPORTS TO: Street Operations Supervisor

FLSA CATEGORY: Non-Exempt

PAY TYPE: Hourly – Grade 1D
LTE/Summer/Seasonal

POSITION SUMMARY

Summer Public Works maintenance employees are responsible for the refuse pick up, brush chipping, pothole patching, string trimming, cutting grass in green spaces, right-of-ways, and other municipal facilities under the direction of the Street Operations Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is illustrative of the essential duties of the position and does not include other nonessential or peripheral duties that may be required.

- A. Refuse pick-up.
- B. Brush chipping.
- C. Grass cutting.
- D. String trimming.
- E. Other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- A. Knowledge and skill of string trimming and cutting grass.
- B. Ability to communicate effectively with residents and co-workers in a courteous and helpful manner.
- C. Knowledge, skill, and ability to operate vehicles, lawnmowers, small tractors, string trimmers, and various hand tools.
- D. Ability to work the hours of 7:00 a.m. – 3:00 p.m. Monday thru Friday.
- E. Ability to adhere to the Village's safe work practices as outlined in the Employee Safety Manual.
- F. Ability to pass a pre-employment drug screening.
- G. Ability to work independently with little or no supervision.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING

- A. Must be 17 years of age (or a high-school graduate).
- B. Possess a valid Wisconsin Driver's license with a good driving record.



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PHYSICAL DEMANDS

- A. Lift up to 50 pounds.
- B. Carry up to 50 pounds
- C. Ability to focus on detailed projects for long periods of time
- D. Ability to reach, stoop, lift, climb stairs and ladders
- E. Ability to drive
- F. Work environment: Both inside and outside. A job is considered "both" if the activities occur inside or outside in approximately equal amounts. Routinely exposed to weather, elevated temperatures, and wet or humid conditions. Occasionally exposed to extreme heat, freezing cold, or other hazards that pose a risk of bodily injury. Occasional exposure to smoke, odors, toxic conditions, dust, poor ventilation, vibrations, and noise.

The Village of Ashwaubenon is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village 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 is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. The job description does not constitute an employment agreement between the employer and employee. The Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.

Village Approval: October 25, 2022

Employee signature below indicates the employee's understanding of the requirements, essential duties, and responsibilities of the position.

Employee Name (Please Print)

Date

Employee Signature

