

## **Village of Cottage Grove**

### **Public Works & Utilities Seasonal Laborer**

#### GENERAL STATEMENT OF DUTIES

Perform a variety of tasks in the inspection, maintenance and repair of Village public works and utilities facilities. Work at the direction of the Public Works Foreman and the Director of Public Works. The primary, day-to-day supervisor shall be the Public Works Foreman.

#### DUTIES AND RESPONSIBILITIES

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

- Assists in the maintenance and repair of Village public works facilities including water, storm, sewer, streets, sidewalks, signs, and Village-owned properties;
- Assist in the inspection, maintenance and reporting of water, sewer and storm system infrastructure.
- Performs various street maintenance duties; fill potholes, hot asphalt patching, clean gutters, inlets and catch basins.
- Perform cleaning of buildings, tools, equipment and vehicles.
- Sign installation and repair and pavement markings.
- Performs other related functions as assigned or required.

#### KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of tools and equipment used in construction; shovels, rakes, jackhammers, saws, various hand tools, pickup trucks, loaders, skid steers, brush chipper, compressors, and paint sprayers.
- Ability to learn to use industry-specific tools such as hydrant wrenches, valve and curb keys, and manhole lid pullers.
- Ability to communicate effectively, follow verbal and written instructions, and maintain cooperative relationships with the public and co-workers.
- Ability to work safely in the roadway.
- Ability to use tablets and navigate GIS for data collection.

#### QUALIFICATIONS

- Minimum of 18 years of age
- High school diploma or equivalent
- Valid Wisconsin driver's license

## PHYSICAL REQUIREMENTS

- Tasks involve the regular and, at times, sustained moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, up to one hundred pounds.
- Requires the ability to operate equipment and machinery requiring monitoring multiple conditions and making various, complex and rapid adjustments.

## WORK ENVIRONMENT

- Work is primarily outdoors and in Village facilities. Regularly work in dirt, dust, noise, odors, fumes, darkness, and all manners of weather. Occasionally work at height and in the roadway with moving traffic.

## HOURS OF WORK

Regular work hours will be from 6:30 a.m. to 2:30 p.m. but may vary.