**City of Madison**

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| **Department:** | **Public Works** |
| **Reports To:** | **Streets Parks Supervisor** |
| **Points:** | **233** |
| **Grade:** | **7** |
| **FLSA:** | **Non-Exempt** |
| **Bargaining Unit:** | **NA** |
| **Revision Date:** | **July, 2022** |

**Job Summary:**

This is skilled work providing maintenance and construction services for streets, parks, buildings and facilities. The position participates in the equipment maintenance and operation of equipment along with maintenance and construction activities for: streets; parks; buildings, facilities and other similar functions. Other Public Works/Utilities duties may also be performed as needed.

**Scope of Impact:**

Work is performed under general supervision of the Streets Parks Supervisor.

**Essential Duties and Responsibilities:**

* Performs a wide variety of street maintenance activities within the public right of way including mowing, snow plowing, and street sweeping.
  + Uses strong mechanical aptitude to perform a variety of maintenance activities using hand, power and heavy equipment including pickups, trucks, snow removal equipment, compressor/air tools, chainsaws, skid steer with attachments, street sweeper, and backhoe.
  + Demonstrates safe equipment operation and working conditions in traffic on City streets, and entering confined spaces.
  + Reads maps, performs record keeping, and utilizes technology to assist in these activities.
* Maintains park grounds, buildings, facilities, park shelters, skating rinks, athletic fields; grading and layout of park fields such as baseball field; cutting weeds, mowing lawns, repairing park equipment and so on.
  + Makes preliminary inspection of properties including weeds, diseased trees, and sidewalk maintenance conditions; follows up as necessary.
  + Sprays weed killer and works with other chemicals as appropriate.
  + Sets up parks for special events and cleans up after.
  + Assists in flooding ice-skating and hockey rinks at city parks.
  + Assists in installation and removal of park equipment, signs, and other city amenities such as holiday decorations.
* Works on city buildings such as the library, city hall, fire hall, making repairs, building modifications/enhancements, clearing sidewalks of snow and refuse, parking lot upkeep and any other city facility needs; may perform plumbing, carpentry, painting, cleaning, cabinetry work and other facilities work.
* Performs other public works and utility work as needed.
  + Participates on work with crews for patching streets, overlaying, road preparation for seal coating, street sweeping, snow plowing and removal, sanding of ice areas and other related street maintenance;
  + May assist with water/wastewater treatment work as required.
  + Operates equipment to include trucks, street sweeper, rollers, tractors, power mowers, paint equipment, etc.;
  + May haul refuse and garbage.
* Represents the City in a professional manner at all times.
  + Maintains and encourages good public relations with customers;
  + Ensures that customers’ requests and complaints are handled in a friendly, competent manner.

* Performs other duties and activities as assigned.

**Minimum Qualifications:**

The job requires a combination of education and experience substantially equivalent to high school graduation, plus commercial driving training for Class B CDL licensure, and minimum of two years of related experience in road construction, grounds, building maintenance, and street maintenance.

**Desired Qualifications:**

A two-year associate’s or technical degree in a related field.

**Knowledge, Skills and Abilities Required for Successful Job Performance:**

* Knowledge of the practices, methods, techniques, tools and equipment used in heavy equipment/automotive repair, carpentry, plumbing, electrical and other related areas of the department;
* Knowledge of mechanical and electrical systems found in heavy equipment;
* Knowledge of safety practices relating to heavy equipment operation and public works operations, including street repair, safe work zone setup and working in enclosed spaces;
* Knowledge of equipment load limits and other limitations;
* Skill in the operation and maintenance of heavy equipment and other public works equipment and physical plant;
* Skill in the care and use of tools and testing equipment, including safety inspections;
* Skill in maintenance record keeping and shop inventory procedures;
* Skill in the use of computers for record keeping and communications;
* Ability to actively participate in educational requirements to maintain appropriate licensing or certificates.
* Ability to maintain an excellent driving record and a Commercial Driver’s License.
* Ability to read repair manuals and schematics;
* Ability to work with outside vendors for equipment diagnostics, repair and parts ordering;
* Ability to build positive relationships with other employees and the public;
* Ability to analyze and resolve daily operational problems;
* Ability to work independently;
* Ability to analyze situations quickly and objectively with the determination of the proper course of action as the final result.

**Physical and Mental Requirements:**

Operates heavy equipment using steering wheels, multiple control levers and pedals. Requires careful observation of surroundings, including workers and public. Frequent lifting of five to thirty pounds is required, with occasional lifting, pushing or pulling over 60 pounds. The job requires long periods of standing, sitting or walking. Some climbing is required. Safety requires attention to detail when working around people or property.

**Working Conditions**:

Work is performed in shop and field conditions. Must be able to respond to emergencies 24-7. Serves in an “on-call” capacity for regular weekend and after-hours duties. Work is performed in all weather conditions, including extreme cold or hot and humid conditions. Work requires the ability to work for long periods in adverse weather conditions including snow, rain, wind and other elements. There is exposure to noxious weeds and stinging or biting insects. Shop work may include working under vehicles that are snow or ice compacted and are dripping. Work includes exerting high pressure in tight spaces where slips could result in pinches, cuts, bruises or muscle strains. There is exposure to fuel, grease, grime and various liquids, some of which may be under pressure. Proper safety gear is required for the job at hand.

**Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.**

**Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.**

**This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Manager retains the discretion to add duties or change the duties of this position at any time.**