VILLAGE OF MARSHALL

JOB DESCRIPTION

PUBLIC WORKS CREW PERSON

REPORTS TO: Director of Public Works

EMPLOYMENT CATEGORY: Part-Time

W.D.O.T. CODE:

EMPLOYER: Village of Marshall
130 S. Pardee Street
P.O. Box 45
Marshall, WI 53559-0045

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of jobs, duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Village of Marshall retains and reserves any and all rights to change, modify, amend, add or delete from any section of this document as it deems, in its judgement, to be proper.

GENERAL NATURE OF POSITION:

This position is under the supervision of the Director of Public Works and is responsible for performing a wide variety of skilled and unskilled work associated with the operation and maintenance of streets, water utilities, storm water facilities, forestry, park maintenance, mowing, vehicle and equipment maintenance and public facilities maintenance. The work includes construction, operation, repair, maintenance, and replacement activities and involves the operation of a variety of different vehicles, machinery and equipment.

DESCRIPTION OF DUTIES

The following duties are normal for this position. These responsibilities are representative only and shall not be construed as declaring what the specific duties and responsibilities of this position are. They are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned. All duties are under the general direction of the Director of Public Works.
GENERAL

- Drives trucks and light utility vehicles of various sizes and weights in the loading, hauling and unloading of various equipment, including snow plows, tractors, loaders, street sweepers, skid steers, mowers, trimmers, pumps, generators, compressors, and related small engine equipment.
- Does general and trench excavation associated with the maintenance and repair of streets, sidewalks, storm sewers, parking lots, etc.
- Sweeps streets, patches potholes and street excavations, installs street signs, and paints street markings.
- Mows and trims grass and weeds, rakes and collects weeds, chips brush, and trims trees and shrubs.
- Maintains and cleans parks, recreational facilities, playgrounds and equipment, natural areas, drainage ways, and storm water management areas.
- Maintains Village owned or leased buildings, grounds and parking lots.
- Performs routine welding tasks and other maintenance tasks (such as minor roof repairs and painting and staining of Village owned buildings and equipment).
- Insures the proper maintenance of equipment and tools by cleaning and checking them after each use.
- Installs holiday decorations and flags during designated times.
- Perform routine maintenance tasks on all Street Department vehicles and equipment and makes sure that all Street Department vehicles and equipment are clean and properly cared for.
- Assists in operating a brush chipper on an as needed basis and in performing maintenance on the chipper.
- Clean storm sewer grates and catch basins on an as-needed basis.
- Assist in maintaining all Village owned buildings and grounds in excellent condition and help to ensure a safe, clean and secure work environment.
- Perform other related tasks as required and/or assigned.

EQUIPMENT USED

A variety of motorized vehicles and equipment, including dump trucks, utility vehicles, and construction equipment; street sweepers; front end loaders; snow plows; snow blowers; skid steers; mowers and trimmers; common hand and power tools; brush chipper; and pumps, compressors and generators.

WORK ENVIRONMENT AND WORKING CONDITIONS

Works in a normal shop setting and under uncontrolled field conditions; some overtime is required, including periodic weekend work; subject to 24-hour emergency call-in; may be required to work extended periods at a time.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in a work environment where the noise level is moderately noisy. The employee regularly works in outside weather conditions and may be exposed to...
extreme heat or cold, wet and/or humid conditions, or snow and/or ice conditions. The employee must be physically able to lift 100 pounds on occasion and up to 50 pounds on a regular basis.

As a CDL holder, the employee is subject to pre-employment, reasonable suspicion, post-accident, and random drug and alcohol testing under the Omnibus Transportation Employee Testing Act of 1991.

QUALIFICATIONS

- Possess a High School Diploma or Equivalent.
- Possess a valid Commercial Drivers License, subclasses B & D.
- Three years experience in the construction and maintenance of public works and the operation of vehicles and equipment commonly used in this type of work.
- Or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

PHYSICAL DEMANDS

Physical and exertional demands can be expressed, with exception of strength categories, according to the following:

- Standing, sitting or walking; constantly.
- It is required to lift up to 50 pounds frequently. On an occasional basis it is necessary to lift up to 150 pounds. The same is true for carrying and this would involve carrying weights up to 10 feet. At times it may be continuously required to lift or carry depending upon seasonal duties.
- Pushing, occasionally; exerting force upon an object so that the object moves away from the force (includes slapping, striking, kicking. And treadle action).
- Pulling, occasionally; exerting force upon an object so that the object moves toward the force (included jerking).
- Climbing, occasionally; to ascend or descend ladders, scaffolding, stairs, poles, or inclined surfaces.
- Balance, continuously; to maintain a body’s equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces.
- Stooping, occasionally; bending the body downward and forward by bending the spine at the waist.
- Crouching, occasionally; bending the body downward and forward by bending legs and spine.
- Crawling, occasionally; moving about on hands and knees or hands and feet.
- Reaching, occasionally; extending the hand(s) and arm(s) in any direction.
- Handling, continuously; seizing, holding, grasping, turning or otherwise working with hand or hands (fingering not involved).
- Fingering, occasionally; picking, pinching, or otherwise working with the fingers primarily (rather than with whole hand or arm as in handling).
- Feeling, occasionally; perceiving attributes of objects such as size, shape, temperature or texture by means of receptors in skin, particularly those of fingertips.
- Talking, continuously; expressing or exchanging ideas by means of the spoken word.
- Hearing, continuously; perceiving the nature of sounds by the ear.
- Tasting/Smelling, occasionally; distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors, using tongue and/or nose.
- Near acuity, continuously; clarity of vision at 20 inches or less.
- Far acuity, continuously; clarity of vision at 20 inches or more.
- Depth perception, continuously; three dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they really are.
- Visual accommodation, continuously; adjustment of lens of eye to bring an object into sharp focus.
- Color vision, occasionally; ability to identify and distinguish colors.
- Field of vision, continuously; observing an area that can be seen up and down or right to left when eyes are fixed on a given point.

**GENERAL EDUCATION DEVELOPMENT**

The formal and informal education/training contributing to the employee’s reasoning, language and mathematic skills are rated according to a Department of Labor coding system based on a low of “1” and a high of “6”.

- **REASONING:** Level four (4) – must exhibit a high level of performance in making correct judgements in performing all duties of Street Department Crewperson.
- **MATHEMATICS:** level three (3) – must exhibit an average level of performance in making arithmetic calculations involving whole numbers, fractions, decimals, and percentages in order to complete the duties of Street Department Crewperson.
- **LANGUAGE:** Level three (3) – must exhibit an average level of performance in comprehending and expressing oneself in fulfilling all duties of the Street Department Crewperson.
SPECIFIC VOCATIONAL PREPARATION

The amount of training time, general education development, needed for average performance on this job are based on ratings developed by the Department of Labor with “1” being low and “9” being high. Minimal level four (4) is required. This includes three (3) months up to and including six (6) months of training/experience.

APTITUDES

Specific capacities/aptitudes required to learn or perform adequately in a task or job duty are rated based on a low of “1” and a high of “5”.

- **INTELLIGENCE**: (General learning ability). Level three (3) average degree of aptitude required to complete all the duties of the Street Department Crewperson.
- **VERBAL**: (Ability to understand the meaning of words and ideas associated with them and to use them effectively). Level three (3) average ability is required with regard to performing all duties of the Street Department Crewperson.
- **NUMERICAL**: (Ability to perform arithmetic operations quickly and accurately). Level three (3) average ability is required with regard to performing all duties of the Street Department Crewperson.
- **SPATIAL PERCEPTION**: (Ability to comprehend forms and space and understand relationship of plain and solid objects). Level three (3) average ability is required in completing the duties of the Street Department Crewperson.
- **FORM PERCEPTION**: (Ability to perceive pertinent detail in objects of pictorial or graphic material). Level three (3) average ability is required is required to complete all the duties of the Street Department Crewperson.
- **Clerical perception**: (Ability to perceive pertinent detail in verbal or tabular matter). Level three (3) average ability is required to be able to complete all the duties of the Street Department Crewperson.
- **MOTOR COORDINATION**: (Ability to coordinate eyes and hands or fingers rapidly and accurately). Level three (3) average ability is required to be able to perform the duties of Street Department Crewperson.
- **FINGER DEXTERTITY**: (Ability to move the fingers and manipulate small objects with the fingers rapidly and accurately). Level three (3) average ability is required to perform the duties of the Street Department Crewperson.
- **MANUAL DEXTERTITY**: (Ability to move the hands easily and skillfully). Level three (3) average ability is required to be able to perform the duties of the Street Department Crewperson.
- **EYE, HAND, FOOT COORDINATION**: (Ability to move the hand and foot coordinately with each other in accordance with visual stimuli). Level three (3) average ability is required to be able to perform the duties of the Street Department Crewperson.

TEMPERMENTS

- Performing work activities by oneself and away from others.
- Adaptability to accepting responsibility for the direction, control or planning of an activity.
- Adaptability to situations involving the interpretation of feelings, ideas, or facts in terms of personal viewpoint.
- Adaptability to perform repetitive work, or to continuously perform the same work, according to set procedures, sequence or pace.
- Adaptability to performing under stress when confronted with emergency, critical, unusual or dangerous situations; or in situations in which working speed and sustained attention are make – or – break aspects of the job.
- Adaptability to situations requiring the precise attainment of set limits, tolerances, or standards.
- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability of dealing with the general public concerning different issues, concerns, complaints and questions.

**NOTE:**

The above description has been developed based on the guidelines as defined by the Americans With Disabilities Act of 1990. The description of duties, tasks and activities were identified through on-site analysis and confirmation from the employer. This description is intended to indicate the kind of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.