

Department of Public Works
Job Description - Public Works Crewman

I. General Statement of Duties:

The Public Works Crewman is under the direction of the Street Superintendent and the City Administrator. This is manual work of a semi-skilled and skilled nature in the construction, operation, care and maintenance of municipal facilities and buildings.

An employee in this position is responsible for the efficient and effective performance of routine and specific tasks requiring the use of some acquired knowledge or skills in the maintenance and care of municipal facilities and buildings.

Employees in this position are assigned to any of several departments and perform work which, though differing in the specific skills required, has the same degree of difficulty and responsibility and requires a specific skill as an apprentice/journeyman level in the water production and distribution system, operation of medium duty equipment, such as backhoes and other medium duty equipment required in the care and maintenance of City streets, sanitary and storm sewers, and water production and distribution system, performance of assigned tasks in the City's parkways and the care and routine maintenance of trees and shrubbery. Work also involves, but is not limited to, the raking and tamping of asphalt, repairing of streets, curbs and sidewalks, driving a snow plow, operating sewer cleaning equipment, reading and repairing of water meters, assisting in general maintenance of the water pumping stations and water distribution system, mowing parkways and parks, erecting and making repairs to playground equipment, shoveling snow, routine custodial duties in City buildings and other related municipal tasks.

This work is performed under the supervision of a Street Superintendent or other supervisor. This supervision may be, but will not always be, direct on-site supervision, depending on the complexity of the work, employee experience with the work in question, and other relevant factors. General instructions are given on routine assignments and detailed instructions on complicated or non-routine work. All work is subject to inspection while in progress and upon completion and reviewed through observation of work performed and consultation with the employee.

II. Illustrative Examples of Work:

Rakes and tamps asphalt and prepares roadway surface for asphalt patches.

Repairs, paints, letters, assembles and installs street signs.

Sets up and makes repairs to vehicles and equipment.

Assists in the repair and installation of water mains and taps.

Assists in replacing valves and other appurtenances to the water system.

Operates sewer jet machine and other machinery used in the care and maintenance of storm and sanitary sewer.

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Assist in the repair of sewers and appurtenances.

Operates truck in hauling dirt, gravel, asphalt and other materials.

Operates snowplow, salt/sand spreader, or tractor in the snow and ice control program during the winter season.

Paints and maintains the interior and exterior of buildings.

Copies and completes necessary records on a daily basis.

Operates leaf mulchers, lawn mowers, power sprayers, and trucks and tractors in the grading, seeding, mowing and cleaning of grounds and lawns.

Helps in the removal of trees and stumps and does cutting and chipping of brush and tree limbs.

Picks up refuse/recycling materials, as directed.

Operates miscellaneous power tools for a limited amount of time including jack hammers, mowers and other equipment in connection with work.

Sweeps streets and gutters by hand, loads dirt and debris from streets into trucks.

Cuts, caps, cleans, flushes and repairs water mains.

Performs various miscellaneous public services or such other duties as may be required and directed by the Public Works Working Foreman.

III. Desirable Knowledge, Abilities and Skills:

Knowledge of electricity as applied in building, lighting, and motor vehicles and equipment.

Skill in the use of tools and equipment used in electrical repair and maintenance work.

Considerable knowledge of the principles and practices of trees and shrub care and maintenance and skill in their application.

Considerable knowledge of the practices, methods, tools and materials used in general maintenance and repair work.

Considerable knowledge of the ability of medium duty equipment to perform specific assignments.

Ability to operate effectively: backhoe, grader, front-end loader and street sweeper, and other Public Works vehicles and equipment.

Ability to work without direct supervision and perform work of an apprentice/journeyman caliber.

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Considerable knowledge of the maintenance, service, and repairs needed to the water system.

Considerable knowledge of the materials, methods, and practices essential to the maintenance and repair of the City's storm and sanitary sewers.

A working knowledge of the City's storm and sanitary sewer system.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to perform maintenance on municipal equipment.

Ability to understand and carry out oral and/or written instructions.

Ability to withstand exposure to variable weather conditions.

Good physical condition as evidenced by a physical examination and ability to lift and carry heavy objects for an extended period of time.

IV. Required Experience and Training:

Must be at least 18 years of age and possess a valid Wisconsin Drivers license and a valid CDL with appropriate sub-classifications.

Prefer and preference will be given to an applicant with appropriate State of Wisconsin Water and/or Sewer Certification or ability to obtain within the first six months of employment.

Have experience in building, electrical and/or plumbing trades, and in the operation of medium duty equipment.

RESOLUTION NO. 2024-07R

**A RESOLUTION ADDRESSING THE SALARY OF
PUBLIC WORKS CREWMAN EMPLOYEE
(EMPLOYED WITH THE CITY OF ADAMS AFTER JANUARY 1, 2012)**

WHEREAS, the City of Adams has evaluated and appoints Cody Fredrick to the position of Public Works Crewman.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF ADAMS, WISCONSIN, rate of pay for the Public Works Employee, Employee Name, be set at Eighteen Dollars (\$18.00) an hour.

After successful completion of six months of employment with a satisfactory review, the rate of pay for employee be set at Eighteen Dollars and fifty cents (\$18.50) an hour.

After completion of the first year of employment probationary period with a satisfactory review, the rate of pay for employee be set at Nineteen Dollars (\$19.00) an hour.

BE IT FURTHER RESOLVED that an additional One Dollar (\$1.00) hourly increase be added to salary upon achievement for each certification designated for Water Operator and Wastewater Operator Certifications.

BE IT FURTHER RESOLVED that this resolution be effective Upon Hire Date of _____, 2022.

CITY OF ADAMS

By: _____
_____, Mayor

ATTEST:

clerk, CMTW, CMC, WCMC
Clerk/Treasurer

The above Resolution was passed at a
Regular Session of the Adams City Council
on the ____ day of _____, 2022
by a vote of ____ for, ____ against, and ____ absent.

Motion to adopt Resolution No. 2022-03R

By _____, second by _____.