

**VILLAGE OF MUKWONAGO, WISCONSIN**  
**Position Description**

**Title:** Public Works Crewperson  
**Department:** Public Works  
**Reports to:** Public Works Director

**Status:** Full-Time, Wage, NR  
**Revision Date:** February 6, 2017  
**Adoption Date:**

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**I. MISSION.** The mission of the Public Works Crewperson is to serve the residents of the Village of Mukwonago.

**II. PRIMARY FUNCTION.** The Public Works Crewperson is responsible for maintenance of all municipally owned buildings, storm sewers, streets, parking lots and parks, sports field preparation, snow and ice removal, weed spraying and other activities of the Public Works Department.

**III. ESSENTIAL DUTIES AND RESPONSIBILITIES.** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

**A. GENERAL DUTIES**

1. Focus on providing good customer service in the performance of the duties.
2. Maintain the Village Hall, Library, Museum, Police, DPW facilities, and Fire Station buildings including roof repair, furnace repair, light bulb replacement, door and window repair, plumbing repair, maintenance of the lawns, and snow removal.
3. Maintain on a daily basis the dam of the Mukwonago River including painting, cleaning and adjusting.
4. Assist the Village Mechanic in the maintenance and repair any village equipment as needed, such as lawn mowers, trucks, street sweepers, snow blowers, air compressor and any other maintenance.
5. Maintain approximately 40 miles of streets in the Village of Mukwonago including snow plowing, patching, and grading road edges.
6. Clean the gutters, replace and repair broken curbs
7. Perform street sweeping operations.
8. Maintain the Village storm sewer system including pond maintenance and inspection, catch basin cleaning and repair, and cleaning of storm sewer grates
9. Perform snow and ice removal control including plowing the snow, dispensing of ice control products, and removal of snow from the Village-maintained streets, parking lots, and sidewalks.
10. Paint markings on Village-maintained public streets and parking lots.
11. Maintain Village-maintained street and park trees as directed by the Village Forestry Program, including trimming, planting, and removal of brush clippings and stumps.

12. Maintain Village parks including grass cutting, trimming, garbage collection, athletic field preparation, and maintenance and inspection of park equipment, play structures, and park buildings.
13. Maintain a program to eliminate the noxious weeds on Village property and/or Village private property.
14. Maintain the Village Sign Program, including GIS data entry, and repair, replacement, and installation of new signs.
15. Ability to work nights, weekends and holidays for snow removal and street maintenance.
16. Assist other departments as conditions warrant.

**IV. EDUCATION, LICENSURE/CERTIFICATION AND EXPERIENCE.** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

- A. High school diploma or GED.
- B. Valid Wisconsin driver's license.
- C. Experience plowing snow with a Pickup truck or trucks having 26,001 or larger gross vehicle weight equipped with a snow plow, wing and sander.
- D. Experience operating motorized equipment used in snow removal and mowing operations.
- E. Valid Wisconsin Class B Commercial driver's license with air-brake endorsement.
- F. Ability to work nights, weekends and holidays for snow removal and street maintenance.

**V. ESSENTIAL SKILLS OF THE JOB.**

<u>Essential Skills</u>	<u>Qualifications</u>
Communication Skills	Speech, hearing and grammatical, facilitative and teamwork skills. Ability to maintain good public relations.
Cognitive Skills	Multiple processing skills for problem solving. Detail-oriented.
Physical Skills	All of the jobs are physical. They require heavy lifting, twisting, standing, stooping, crawling and working in high places.

**VI. WORK ENVIRONMENT.** The work environment characteristics are reflective of the responsibilities as described in the major duties and responsibilities. Work is performed both inside and outside, where extreme weather conditions may be experienced. Contact with staff, other Village employees, public and governmental agencies are required.

**VII. AMERICANS WITH DISABILITIES ACT (ADA) ESSENTIAL ELEMENTS AND QUALIFICATIONS.**

- A. Requires normal vision range and absence of color blindness.
- B. Requires eye/hand coordination and manual dexterity.
- C. Requires lifting up to 50 pounds.
- D. Frequent bending, stooping and walking.
- E. Requires indoor/outdoor job duties and responsibilities.
- F. Requires confined space entry.
- G. Requires the ability work above the ground

**VIII. ADDITIONAL REQUIREMENTS.**

- A. Compliance with the conditions of employment as stated in the Village of Mukwonago Employee Handbook.
- B. Implement the policy directives of the Village Administrator and Village Board and Committees.
- C. The Department of Public Works may at times assist the Utilities Department with their duties.

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The Village of Mukwonago 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.

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Employee signature

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Date