



JOB DESCRIPTION

Title:	Laborer I – Street/Parks/Forestry	Department(s):	Department of Public Works
Reports to:	Street/Park/Forestry Superintendent	Location:	City Garage Complex
FLSA:	Non exempt	Pay Grade:	Schedule V, E
Shift:	Day	Status:	Full-Time
Bargaining Unit:	AFSCME Local 1145	Date:	June 2008

JOB SUMMARY

The purpose of this position is to provide repair and maintenance of municipal streets, parking lots, parks, parks equipment, stormwater facilities, traffic/street lighting, and forestry for the City of Whitewater.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Maintains and repair the streets, parking lots, parks, parks equipment, traffic/street lighting, stormwater infrastructure, and forestry facilities.
- Operates equipment and/or performs manual labor for assigned duties.
- Performs routine, emergency and preventative maintenance functions as well as custodial duties as necessary.
- Performs minor electrical wiring and repair with traffic/street lights.
- Performs maintenance and repair to equipment.
- Work with parts and inventory.
- Performs minor carpentry work details.
- Keeps preventative maintenance repair records.
- Timely response to emergency situations.
- Directly responsible for cleanliness of work and personal areas.
- Abide by all safety regulations required at the facility.
- Operates a variety of power construction and maintenance equipment used in the department.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Serves on various employee or other committees as assigned

SUPERVISION RECEIVED AND/OR EXERCISED

- Works under general supervision, however, performs recurring job duties independently. Opportunities to vary work steps and decide appropriate procedures, guidelines and methods do exist. Supervised less closely during execution, but end results are still reviewed. Has prior related work experiences, but is broadening knowledge base while gaining full understanding of associated policies and procedures. Employees prioritize their own work, manage their time effectively and respond to some questions independently.
- Position may supervise volunteers, interns, seasonal and part-time employees on a limited basis.

QUALIFICATIONS

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High School Diploma or equivalent.
- Three to five years of experience in the construction, repair and maintenance of municipal streets, parking lots, parks, parks equipment, stormwater facilities, traffic/street lighting, and forestry operation.
- Experience in mechanics, minor electrical, welding, pipefitting, plumbing, concrete, and carpentry is desirable.
- Agricultural background desirable.
- Large truck / equipment experience desirable.

Language Skills

- Ability to compare, count, differentiate, measure, copy, record and transcribe data and information.
- Ability to persuade, convince, and /or train others.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situation.
- Ability to utilize a variety of information such as code manuals, city ordinances, directories, state statues, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with city personnel and city residents.
- Willing and open communication with both management and operational staff on a daily basis.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to interpret basic descriptive statistical reports.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to work well under pressure, handle stressful situations, organize work, set priorities, manage time and resources to meet deadlines with minimal supervision.
- Ability to analyze data and information using established criteria in order to determine consequences and to identify and select alternative solutions.
- Ability to exercise judgment, decisiveness and creativity when required in the evaluation of information.
- Ability to interpret data results and correlate those to necessary plant process adjustments.

Other Qualifications

- Able to operate manual transmission.
- Mechanical aptitude, knowledge of basic electrical controls.
- Knowledge of arc and oxy-acetylene welding desired .
- Proficiency in computer operation and working knowledge of modern office practices and procedures including operation of Microsoft Office.
- Skill in First Aid and CPR, certification preferred.
- Wisconsin Commercial Drivers License.
- Ability to work effectively in cooperation with fellow employees as a member of the staff team.
- Ability to work and remain motivated in an independent work environment.
- Jack of all trades.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Good physical strength / stamina.
- While performing the duties of this job, the employee is frequently required to sit, talk or hear. The employee is required to walk, utilize fingers to handle, operate objects, tools, controls and reach with hands and arms.

