

VILLAGE OF WEST BARABOO POSITION DESCRIPTION

Position Title: Public Works Laborer

Reports To: Director of Public Works

Wage Rate: \$22/hr - \$26/hr

Hours: 40 hours per week, Monday-Friday 7:00 am – 3:30 pm with one-half hour unpaid lunch; overtime as necessary

Job Duties:

The Public Works Laborer is responsible for performing semi-skilled work related to the maintenance and construction of Village streets and the upkeep of the Village's water and sewer systems. Key responsibilities include, but are not limited to:

- Repair and maintain streets, sidewalks, curbs, and catch basins
- Paint markings on streets, curbs, and parking spaces
- Plow, salt, clean, and sand roads
- Facilitate traffic control, including flagging and signage
- Plant, prune, and remove trees and brush
- Perform routine maintenance on equipment and vehicles
- Conduct routine building maintenance tasks
- Fabricate, repair, maintain, and install traffic and pedestrian signage
- Perform water operator and sewer worker duties, including testing and treating the Village's water supply, operating and maintaining system equipment, and reading meters
- Maintain parks and common spaces, including mowing and managing park areas

Job Criteria:

- High school diploma or equivalent degree required
- Valid State of Wisconsin Commercial Driver's License
- Must obtain State of Wisconsin Department of Natural Resources Water Supply Operator's Certificate (Distribution Grade T) within one year of employment, followed by DNR Groundwater Certification
- Ability to lift 75 to 100 pounds occasionally and 50 to 75 pounds frequently; able to frequently stand, bend, twist, climb, squat, drive, and reach; capable of repetitive movements and walking
- Proficient in operating light to heavy vehicles and equipment, including trucks, street sweepers, and various power tools
- Ability to work effectively in adverse weather conditions
- Knowledge of methods, tools, materials, safety rules, practices, and equipment used in maintenance and construction activities
- Ability to follow oral and written instructions

- Strong interpersonal skills with the ability to interact appropriately with co-workers and the general public
- Capable of using independent judgment to complete tasks

Benefits:

The Village of West Baraboo provides a comprehensive benefits package, including:

- Paid vacation, sick leave, and holidays
- Health and life insurance coverage
- Dental insurance coverage
- Participation in the Wisconsin Retirement System

Application Instructions:

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience to William Clary 500 Cedar St. Baraboo WI 53913 or email w.clary@villageofwestbaraboo.us. Applications will be accepted until October 10, 2024.