

VILLAGE OF WINDSOR

POSITION DESCRIPTION

SEASONAL PUBLIC WORKS LABORER

Seasonal Public Works Laborer

As stewards of Windsor lands and facilities, the Public Works Department maintains safe roads and clean facilities for residents and users in the Village of Windsor.

Hours

Seasonal part-time position with a maximum of 600 hours for the season. Work hours shall be flexible but must be between the hours of 7 a.m. and 4 p.m. Monday through Thursday and 7 a.m. and 1 p.m. on Fridays. Some weekend hours will be required. Season begins in May.

Pay

Pay rate is \$18/hour. As a seasonal position with less than 1,040 hours per year, no benefits are available.

General Purpose

This position will report to the Public Works Director and will be responsible for adhering to maintenance and safety standards.

Typical Qualifications

- Must be at least 18 years of age.
- A valid State of Wisconsin motor vehicle driver's license is required.
- Experience and knowledge of mowing and landscaping activities.
- Experience in operation of power equipment including push and riding mowers, leaf blowers, weed eaters and other small equipment.
- Strong orientation towards customer service.
- Possess a stewardship philosophy toward ecosystem management, and will be committed to maintenance.
- Ability to remain calm when exposed to confrontation.
- Ability to follow written and oral instructions.
- Must be able to speak and understand English.
- Ability to work independently and complete daily activities according to work schedule as assigned without immediate supervision.

Essential Duties

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills and the omission of specific statements of the duties does not exclude them from the classification. Essential Duties are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Landscape and turf care including mowing, trimming, raking, planting shrubbery and flowers, fertilizer application, brush removal, etc.
- Facility maintenance including: cleaning restrooms, shelters and other buildings, painting, assisting in building projects.
- Prep athletic fields.
- Fill potholes on Village roadways.
- Assist in the removal of trees on Village property.
- Assist in the cleaning of storm water structures.
- General housekeeping: cleaning, emptying garbage, public structures.
- Use of variety of shop tools and hand tools, including shovels, rakes, wrenches, etc.
- Wash & clean equipment as needed.
- Promote and maintain a safe and healthy work environment.
- Assist other staff as directed by Director of Public Works.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position has:

- Exposure to dust, fumes and dirty conditions as is typical of a shop and park environment.
- Exposure to moderate noise levels.
- Occasional exposure to loud noise.
- Exposure to moderate physical hazards.
- Frequent walking, standing and sitting.
- Frequent bending, twisting, squatting, climbing and reaching.
- Frequent exposure to heat/cold extremes, temperature changes.
- Occasional exposure to hazards or risk of bodily injury.
- Must be able to push and pull 50 lbs.
- Must be able to lift 50 lbs.