

City of Kewaunee

**Job Description**

**TITLE OF POSITION:** Street Shop Laborer  
**PAY GRADE:** \$35,000 +/-year + benefit package  
**REPORTS TO:** Director of Public Works

***General Nature of Position:***

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This entry level position performs a variety of work associated with the maintenance of City facilities including parks, athletic facilities, playground equipment, lawns, trees, buildings, streets, utilities and other public facilities.

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***Duties and Responsibilities:***

This is an entry-level position within the Department of Public Works that involves a variety of semi-skilled and unskilled work in maintaining City facilities and grounds along with the street/storm sewer/water infrastructure. This work involves operation of different vehicles, machines and equipment.

1. Primary Duties
  - a. Asphalt and concrete street patching, crack filling and other street repairs.
  - b. Plows and shovels snow; sands and salts streets.
  - c. Installs street signs and paints markings.
  - d. Mows grass, rakes leaves, chips brush, trims and cuts down trees.
  - e. Maintains village owned park buildings, recreational facilities, drainage ditches and stormwater structures.
  - f. Inspects and washes vehicles and equipment.
  - g. Methods, materials, tools, and equipment used in the maintenance of facilities, grounds and public works infrastructure.
  - h. Occupational hazards and standard safety precautions.
  - i. Performs other duties as required.

***Work Environment:***

The physical demands are representative of those that an employee encounters while performing the essential functions of this job. Work is performed primarily in a work shop and outdoor settings. The employee works outside in weather conditions which may include exposure to hot, cold, wet, or humid conditions, including snow and ice. Noise level can vary from quiet in an office setting to loud in the outdoors. Some overtime required. Enters confined spaces. Ability and knowledge include:

1. Perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
2. Ability to reach, climb and balance.
3. Ability to focus for long periods of time on projects.
4. Ability to see, hear, talk, and use hands to operate objects, tools, or controls.
5. Ability to work long hours on an irregular work schedule.
6. Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
7. Knowledge of building and construction including use of materials, methods, and the tools involved in the construction or repair of sewers, buildings, or other structures such as highways and roads.

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**Required Qualifications**

1. Education/certification
  - a. High school diploma.
  - b. Several years experience in public works or related construction field.
  - c. Valid Wisconsin Driver's License.
  - d. Possession of a Commercial Driver's License or ability to obtain CDL within six months of employment.
  
2. Ability to:
  - a. Operate a variety of vehicles and equipment normally used in public works and facilities maintenance.
  - b. Understand and effectively carry out oral and written instructions.
  - c. Communicate effectively in oral and written form.
  - d. Establish and maintain effective working relationships with fellow employees and the general public.

***Skills:***

Must demonstrate proficiency in seven (7) or more of the following:

Equipment operation (at least 4 out of items listed in this subcategory) including:

- |                                       |                         |
|---------------------------------------|-------------------------|
| - Basic Loader operation              | - Sewer Jet/Vacuum      |
| - Loader operation with wing and plow | - Street Sweeper        |
| - Tractor/Backhoe                     | - Brush Chipper         |
| - Bucket Truck                        | - Lawn Mowers           |
|                                       | - Patrol Truck/Snowplow |

Record Keeping/Work Order Management

Word processing and spreadsheet skills

Lift Station operation and maintenance

Well operation and maintenance

Mechanical Skills

Facility Maintenance

Carpenters skills

Basic Plumbing

Basic Electrical skills

Forest Management

Grounds Maintenance and Landscaping

Water Certification

Wastewater Certification

*Note: This is not an all-inclusive list and may change as the City acquires new equipment and facilities or adopts new standards.*