

# ***Town of Pound***

*W8484 County Road B*

*Coleman, WI 54112*

## **JOB DESCRIPTION**

**JOB TITLE:           Public Works Laborer**

### **JOB SUMMARY**

Successful candidate should be self-motivated and possess a current valid drivers license and commercial drivers license (CDL). This position is responsible for operating heavy equipment in a safe and appropriate manner. Heavy equipment may include but not limited to trucks, tractors, back hoes, front-end loaders, dozers, graders, grass and brush cutters, snowplows and other pieces of equipment.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

As assigned by Town Chairperson, or Town Board, perform a variety of duties including:

- Coordinate snow removal on town roads
- Coordinate brush and grass cutting within the town right-of-way
- Patch or repair in any required manner and/or maintain town roads, bridges, culverts, and town right-of-way property
- Haul solid waste and/or recyclables
- Maintain town vehicles and other equipment
- Maintain town property at Montana Lake
- Maintain town hall, town garages, and town storage facility
- Observe all federal, state, and corporate safety rules and regulations
- Be available on a 24-hour call basis
- Maintain a clean and orderly work area
- Interact in a positive manner with outside contractors, service providers, etc
- Work with the Town Board to secure outside services for building, grounds, road, and right-of-way maintenance, when required
- Perform other miscellaneous duties as required

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and taste or smell. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move more than 100 pounds.

During snow removal, duties require the ability to work excessive hours under hazardous weather & traffic conditions.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; risk of electrical shock; and vibration. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually loud.

**DISCLAIMER**

The above statements are intended to describe the general nature of the job. They are not intended to be an exhaustive list of specific responsibilities, duties and skills required by personnel.