



**OAKCREEK**  
— WISCONSIN —

**Position:** Public Works Technician  
**Department:** Public Works

**Unit:** Association (LAW)  
**FLSA Status:** Non-Exempt

### **Summary Description**

Under supervision, performs work of varied difficulty, associated with construction and maintenance of streets, sidewalks, storm sewers, solid waste collection, parks, street lighting and forestry.

### **Supervision/Accountability**

This position is directly accountable to the Public Works Foremen, and indirectly to the Assistant Director of Public Works and the Director of Public Works; has no supervisory duties.

### **Major Duties/Essential Functions**

Operates vehicles and equipment associated with Department functions, such as: brush chipper, tar kettle, hot asphalt patcher, line painter, and various sizes of dump trucks. May operate other vehicles and heavy equipment, as needed. Digs, excavates, and performs work with hand tools as needed.

Operates trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, materials, and supplies. Drives and operates snowplows with wing plow and salt spreader during snow and ice control operations.

Operates chain saws, brush chipper, pole saw and pruning equipment in the care and maintenance of City trees and in the removal of brush.

Works on asphalt patching and paving crews operating trucks, shovels, rakes, lutes, and associated equipment in the repairing of streets. If trained, may operate other equipment, as needed.

Operates dump truck, concrete saw, air tools and hand tools to excavate, repair and replace concrete pavement, sidewalks, storm sewer and catch basins throughout the city. If trained, may operate other equipment, as needed.

May drive and operate refuse packer and work on the collection crew in the loading of refuse, brush, appliances, and other materials.

Works on sign crew maintaining and installing traffic signs; operates paint striper and does various associated functions in the painting and marking of City streets.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Responds in a timely manner (15 – 30 minutes) to assist with snow/ice operations.

Prepares annually one (1) realistic, achievable objective which will improve the operation of the Department.

### **Minor Duties/Responsibilities**

Keeps all equipment and hand tools clean and operating smoothly, services assigned equipment with fuel and oil, conducts safety checks, adjusts mirrors and windshield wipers and lights, performs other simple mechanical repairs, greases, and lubricates mechanical equipment. May assist mechanics, if trained, with vehicle/equipment repairs periodically. Notifies supervisor of any mechanical problems with assigned vehicles and equipment.

Works with other Department employees to clean floor and interior of garage as needed.

Establishes and maintains a positive working relationship with City management, members of the community, and other employees.

Attends training courses, meetings, conferences as directed by superior. May be required to confer with citizens on problems, concerns, and accidents.

Responsible for notifying supervisor and/or department director when violations of City Codes and Ordinances are observed on the job.

Confers with supervisor on a regular basis, discussing work processes, incidents, and problems.

May periodically be assigned to the operations of the carpentry shop.

Responsible for maintaining work zone safety standards in construction areas on individual crews. Will use all safety equipment provided while performing assigned tasks.

Transplants, trims, prunes, and removes tress; operates a variety of equipment used in tree trimming and maintenance activities; trims trees to clear right-of-way, signs, or signals; prunes treetops, using saws or pruning shears; repairs damaged trees by trimming jagged stumps; removes broken or dead limbs over parkways or walkways; fells trees using chain saw.

Performs other duties as assigned.

### **Knowledge**

Knowledge of the methods, materials, equipment, and tools used in the repair and maintenance of streets, storm sewers, ditches, sidewalks, parks, street lighting and trees. Knowledge and understanding of small equipment operation and use. Some knowledge of gasoline and diesel engines

and equipment. General understanding of City geography, including streets, storm sewers, parks, and other landmarks. Knowledge of occupational and safety hazards and precautions necessary in the workplace. Basic working knowledge of water and sewer utility functions and underground utility construction.

### **Skill/Ability**

Some experience in small equipment and vehicle operation. Good communication skills, both written and verbal, with an ability to create effective interpersonal relationships with co-workers and citizens. Ability to work in difficult conditions and all types of weather. Ability to work in high places and in hazardous areas with appropriate safety measures in place. Ability to follow written and oral instructions, read maps and understand basic construction and engineering drawings. Performs all duties in conformance to appropriate safety and security standards. Knowledge of snowplowing/salting operations is desirable.

### **Education/Experience**

Any equivalent combination of education and experience that provides the required skills and abilities is qualifying. Typical qualifications would be possession of a high school diploma or G.E.D. and two (2) years' experience in a municipal public works department or related construction experience in the private sector. Experience with snowplowing/salting operations is desirable.

### **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.

While performing the duties of this job, the employee is regularly required to use hands and fingers to feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **License/Certifications**

Possession, proof, and maintenance of a valid Wisconsin Motor vehicle operator's license.

- Must have (or obtain within four months of hire) a Commercial Driver's License (CDL) including B, C and D endorsements. Loss of license and/or endorsement may be cause for termination.

### **Minimum Qualifications**

- Must have (or obtain within 18 months of hire) a Commercial Driver's License (CDL) including B, C and D endorsements.
- Complete defensive driving course within six months of employment
- Complete winter driving safety course within six months of employment

- Complete flagger training class within first year of employment
- Complete skills proficiency exam for brush chipping within first year of employment
- Complete skills proficiency exam for forklift within two years of employment
- Must complete at least one (1) hour of continuing education annually.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Approved By:   
\_\_\_\_\_  
City Administrator

Reviewed By:   
\_\_\_\_\_  
HR Manager

  
Reviewed By: \_\_\_\_\_  
Director of Public Works

**Revision History:**

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