



Position: Public Works Specialist
Department: Public Works

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

Summary Description

Under supervision, performs the most skilled 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 Foremen, and indirectly to the Assistant Director of Public Works and the Director of Public Works. This position may act as crew leader within the Department operations.

Major Duties/Essential Functions

Operates vehicles and equipment associated with Department functions, such as: front-end loader, pavement roller, mowing tractor, tractor/back-hoe, excavator, grader, sweeper, tub grinder, hot asphalt patcher, various sizes of dump trucks, and related vehicles and equipment, as required. 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 salt spreader and wing plows 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 paver, rollers, trucks, shovels, rakes, lutes, and associated equipment in the repairing of streets.

Operates pavement buster, back-hoe, excavator, 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.

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 three (3) realistic, achievable objectives 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.

May perform as acting supervisor on construction sites when so directed and on emergency call in; judgment and initiative are required in making decisions in accordance with established guides.

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 trees; 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.

Minimum Qualifications

The Public Works Specialist position must be proficient in operating all major pieces of equipment owned by the City of Oak Creek. They must meet all the criteria required for the Public Works Technician and Advanced Technician positions and must have completed the skills proficiency training for the following pieces of equipment to be considered for the advancement:

- Complete skills proficiency exam for bucket trucks
- Complete skills proficiency exam for large excavators
- Complete skills proficiency exam for road graders
- Complete skills proficiency exam for street sweeper

In addition, they must complete a minimum of five (5) hours of continuing education to maintain their status as a Specialist. Failure to do so may result in demotion into the Advanced Technician or Technician position and pay tier.

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 in all types of equipment operation and use. Understanding of refuse collection and refuse truck operation. Knowledge of gasoline and diesel engines and equipment. 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

Skilled in all types of 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.

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 eight (8) years' experience in a municipal public works department or related construction experience in the private sector.

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 a Commercial Driver’s License (CDL) including B, C and D endorsements. Loss of license and/or endorsement may be cause for termination.

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:
February 21, 2023
July 7, 2022
April 1, 2020
January 25, 2007