

**CITY OF LAKE MILLS, WI
DEPARTMENT OF PUBLIC WORKS
STREET MAINTENANCE EMPLOYEE
LEVELS 1 AND 2 JOB DESCRIPTION**

Summary

Street Maintenance Employees provide general labor and operate heavy equipment for the Street Department and such other areas as may be assigned. Major responsibilities include maintenance and construction of streets, storm sewers and all related facilities. These employees perform tasks effectively and efficiently to contribute to the overall success of the department.

Level of Responsibility

Street maintenance employees work under the supervision of the Street Foreman. This requires completing assigned tasks safely and according to a specific timeframe and budget. Employees report to the Street Foreman for assignments and keeps foreman apprised of work status. Employees may occasionally be assigned to work with other departments.

Key Duties of both Level 1 and 2 Street Maintenance Employees

1. Work safely at all times.
2. Use all necessary personal protection equipment (PPE) and participate in safety training programs.
3. Provide labor and operation of heavy equipment to efficiently complete maintenance of all city streets and related facilities, the storm sewer system and related facilities, and all building and facilities operated and maintained by the Department of Public Works.
4. Use basic knowledge of machinery and vehicles to help ensure department vehicles and equipment are maintained in good repair.
5. Have a minimum of a High School diploma (or equivalent).
6. Perform as a vital member of a team of employees.
7. Understand and accept the role of a public employee.
8. Willing to work with other departments to help complete a variety of tasks.
9. Willing to perform such other duties as may from time to time be assigned.

Major Duties and Essential Qualifications Specific to **Level 1** Employees

1. Has more than three (3) years of direct experience completing street maintenance duties and tasks.

2. Has a valid CDL.
3. Has demonstrated proficiency to safely drive and operate a variety of trucks and other vehicles including: pick-up trucks, stake trucks, dump trucks, snow plows, skid steers, backhoes, end loaders, etc. This list does not necessarily include all possible vehicles to be operated.
4. Has demonstrated proficiency to safely operate, and teach others, to safely operate a variety of maintenance equipment including: brush chipper, crack sealing equipment, street painting equipment, pothole filling equipment, etc. This list does not necessarily include all possible pieces of equipment to be operated.
5. Has experience and demonstrated proficiency to remove snow, spread sand, salt and brine, pick up leaves and brush, maintain and construct catch basins and storm sewers, adjust storm sewer manholes, load and haul materials, fill potholes, seal street cracks, identify proper location to install a variety of street signs, repair/ replace sidewalks, sweep streets, identify and complete proper street painting, grade roads and other areas, and provide routine vehicle and equipment checks and maintenance. This list is not all-inclusive and does not include all possible assignments.
6. Is able and willing to accept responsibility to occasionally supervise a work crew and complete assigned tasks safely and according to time and budget requirements.

Duties and Essential Qualifications Specific to **Level 2** Employees

1. Has less than three (3) years of direct experience assisting with street maintenance duties and tasks.
2. Has, or is able, to complete the process to obtain a CDL license; or has had a CDL license for less than three (3) years.
3. Has limited experience and basic skills to safely drive and operate a variety of trucks and other vehicles including: pick-up trucks, stake trucks, dump trucks, snow plows, skid steers, backhoes, end loaders, etc. This list does not necessarily include all possible pieces of equipment to be operated.
4. Is able to assist to safely operate, or learn to safely operate a variety of maintenance equipment including: brush chipper, crack sealing equipment, street painting equipment, pothole filling equipment, etc. This list does not necessarily include all possible pieces of equipment to be operated.
5. Is able to assist to remove snow, spread sand, salt and brine, pick up leaves and brush, maintain catch basins and storm sewers, haul materials, fill potholes, seals street cracks, maintain street signs, repair/ replace sidewalks, etc. This list does not necessarily include all possible tasks and duties.