



Village of Butler Job Description

Title of Position: Public Works Crewperson

General Nature of the Position:

The nature of this position is to help maintain the Village of Butler infrastructure in a professional efficient manner. The Village's Public Works Department is responsible for maintaining all relevant infrastructures (streets /utilities/ facilities) in the Village of Butler.

Major Duties and Responsibilities:

- Maintain right-of-ways, fill potholes, seal cracks in streets, remove refuse and debris, cut grass, repair and maintain water/storm water utility infrastructure, performs asphalt/concrete repair, remove snow, operate dump trucks, chainsaws, and other power equipment.
- Must be able to interact with members of the public in a professional and respectful manner.
- Performs scheduled maintenance tasks, including but not limited to changing oil and filters, and replacing belts hoses, wiper blades, electrical components, pumps etc.
- Performs park ground maintenance duties such as mowing, raking leaves, snow removal, refuse/litter removal, etc. Clean restrooms, set up and maintain park items such as picnic tables, benches, garbage cans, and bleachers.
- Read water meters and records volumes used by residential and commercial customers. Walks over an established route. Returns route book to business office for billing purposes.
- Verifies water meter reading of abnormal consumption and records reason for fluctuations and indicates irregularities on forms for necessary action by service department.
- Replace and install water meters in residential or commercial property.
- Operates and inspects vehicles and equipment to diagnose malfunctions. Examines parts for damage and wear.
- Must be able to respond to after-hours call-in duty.
- Some assigned work may be very routine and repetitive in nature and after a short period of time be carried on without difficulty and only under general supervision.

Temperaments:

This position requires the flexibility to accept a broad range of job assignments and the ability to interact with the general public in a professional manner.

Licenses and Certificates required:

Valid driver's license at time of employment and an acceptable driving record. CDL preferred.

Physical Requirements:

Must have the ability to perform all essential job functions of this position. Must be able to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.

Must have the ability to work under moderately hazardous and uncomfortable conditions where exposure to environmental factors such as temperature variations, noise, wetness, machinery, electrical devices, traffic hazards and/or dust may cause discomfort and where there may be a risk of injury.

Experience required:

5-years utility, road maintenance or construction experience, or any combination of education and experience that provides appropriate knowledge skills and abilities.

Traits, skills, knowledge, and ability necessary for career advancement:

Desire to improve knowledge in the field of public works and water utility by attendance at job-related seminars and training. Conscientious performance of all job responsibilities.

Organizational reporting relationship:

Department of Public Works Supervisor on a day-to-day basis and the Village Administrator as needed

General Comments:

The application deadline is Thursday, December 1, 2022 by 4 pm. Starting pay \$26-\$28 per hour DOQ, plus excellent benefits. Email application, resume, and references to Village Administrator Kayla Thorpe at kthorpe@butlerwi.gov or mail/drop off at Butler Village Hall, 12621 W. Hampton Ave, Butler, WI 530007.

The Village of Butler is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.