



Village of Star Prairie

Public Works Laborer LIMITED TERM EMPLOYEE (LTE)

Position Summary

The Village of Star Prairie is a small community of 551 residents located in northwestern St. Croix County, WI. The LTE Laborer will be responsible for completing tasks associated with all aspects of the Public Works Department which include, parks, facilities, streets, water and sewer. The LTE position will report directly to the Maintenance Operator with some rotational On-Call responsibilities. This position pays a maximum of 1,040 hours, typically worked 7am-3pm, during the 2021 calendar year. Pay will correspond with relevant qualifications and experience; expect \$15hr-\$18hr. LTE position may be renewed annually. Open until filled with preference to those applying by December 15th. Position to begin on 1/4/21. Email resumes to clerk@villageofstarprairie.com or mail to PO BOX 13, Star Prairie, WI 54026. No phone calls; full job description can be found at www.villageofstarprairie.com.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Streets/Sidewalks/Parking Lots: Completes projects involving moderate to heavy physical labor including patching, repair, painting/stripping, plowing, salting, and leaf and brush pick up.
- Parks & Grounds: Completes mowing, trimming, planting, weeding, tree trimming, tree and brush removal and related activities. Operates power equipment associated with landscaping and other grounds maintenance such as mowers, trimmers and other equipment as assigned.
- Building & Facilities: Completes custodial work including cleaning public facilities, other general maintenance, light plumbing/electrical/carpentry, painting, and associated tasks.
- Motor/Equipment: Completes basic maintenance and repairs on Village equipment and vehicles; including oil changes, grease, and lubrication of parts, change lights, and related tasks. Assists

with more advanced repairs, welding, and metal fabrication as knowledge and expertise allows. Documents preventative maintenance results and other work in established logs and alerts supervisor to repair needs.

- Water, Storm Sewer, and Sanitary Sewer Systems: Assists in the maintaining, cleaning, repair of the water distribution and sewer collection systems.
- Special events and Seasonal Activities: Conduct and/or assists with displaying decorations, event set-up, traffic control, signage, banners, and related items.
- Responds to public works emergencies: Typically, water/sewer alarms including those which occur outside of normal business hours.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Knowledge of safety procedures and precautions involved in equipment operation and maintenance work.
- Basic knowledge of the tools, materials and equipment used in the repair and maintenance of streets, buildings, infrastructure, and grounds.
- Basic skill in the operation of assigned vehicles, equipment, and power tools.
- Basic ability to perform a variety of basic maintenance tasks involving carpentry, electrical, plumbing, and mechanical.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees, public, contractors, regulatory agencies, and Village officials.
- Trainable, ability to effectively communicate, understand instructions, maintain written records, and follow directions.
- Ability to work effectively under stress, changes in work priorities, and in emergencies.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 stand and walk. Safety protocols must be followed at all times. The employee frequently is required to use hands to handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move items ranging from light to very heavy weight (up to 50 lbs.). Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception. While performing the duties of this job, the employee's environment can range from vehicle operation to labor-intensive projects. The employee is regularly exposed to outside weather conditions.