**City of Waupun**

**Position Description**

|  |  |
| --- | --- |
| **JOB TITLE** | Light Equipment Operator (Part-Time) |
| **REPORTS TO** | Director of Public Works |
| **DEPARTMENT** | Public Works |
| **TYPE** | Non-Represented |
| **FLSA (overtime status)** | Non-Exempt |
| **APPROVED** | 01/09/2024 |

**GENERAL PURPOSE:**

This position maintains municipal buildings, grounds, and streets and entails skilled work in the operation of heavy equipment and light-duty motorized equipment. Work involves responsibility for the safe and efficient operation of equipment with moderately complex operating requirements.  Operation of assigned equipment is normally a common task, but employees perform many incidental or related duties.  The employee may be on duty before, during, and after natural disasters and emergencies, as directed by the supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

|  |  |  |
| --- | --- | --- |
| * Maintains municipal buildings and grounds (i.e. remodeling, repairing tables, benches, sheds, stowing equipment, removal of ice, trim trees, etc.).
* Performs basic electrical, plumbing and locksmith work (i.e. running data cables/phone/TV lines, change light bulbs, switches, ballasts; sweat pipes, unclog drains, maintain sump pump, etc.).

|  |
| --- |
| * Operates light equipment, including, but not limited tos kid loader, forklift, lawn mowers, etc. for street re-construction, snow removal, street sweeping and hauling debris, etc.
 |
| * Maintains municipal vehicles/equipment (i.e. grease, checking fluid levels, changing blades, painting and cleaning, etc.).
 |

* Occasionally operates heavy equipment, including, but not limited to: backhoe, front end loader, etc. Employee with valid commercial motor vehicle license, desired but not required, may operate equipment including, but not limited to: dump truck/plow/wing/salter, street sweeper, etc.
* Maintains City streets and infrastructure.
* Maintains a safe work area.
* Performs other duties and responsibilities as assigned.

**QUALIFICATIONS:**  To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required: |
| * Knowledge in the operation, mechanics and maintenance of buildings and grounds
* Knowledge of the operation of vehicles and heavy equipment.
* Valid commercial motor vehicle license with ABCDN endorsements, with no air brake restrictions, is desired but not required.
* High school diploma or equivalent and five years related experience and/or training; or equivalent combination of education and experience.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:*** Ability to operate light and heavy equipment.
* Ability to read and comprehend simple instructions, short correspondence, and memos.
* Ability to write simple correspondence.
* Ability to provide information in one-on-one and small group situations to public and other employees of the organization.
* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
* Ability to compute rate, ratio, and percent.
* Ability to understand and carry out instructions furnished in written, oral, or diagram form.
* Ability to make minor decisions

**TOOLS AND EQUIPMENT USED:**This position uses, but not limited to, hand, fuel, and electrical tools/equipment and the use of light/heavy equipment and vehicles.**WORK ENVIRONMENT:**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:* Regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, risk of electrical shock and vibration
* Occasional exposure to high, precarious places and toxic or caustic chemicals.
* The noise level in the work environment may be loud.
* Regularly stand, walk and sit
* Regularly lift and/or move up to 50 pounds
* Occasionally lift and/or more up to 100 pounds.

**EQUAL OPPORTUNITY EMPLOYER:**The City of Waupun is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. |
|  |
|  |
|  |
|  |
|  |
|  |