



TOWN OF FREEDOM

PUBLIC WORKS LABORER

(Unlicensed)

REPORTS TO: Public Works Foreman

SUPERVISES: None

FLSA STATUS: Non-Exempt

HIRING RANGE: \$23.37 to \$25.74

BASIC FUNCTION:

Perform work that is semi-skilled and manual in nature pertaining to the operation of trucks and equipment in the performance of various public works construction, maintenance, and operation activities.

TYPICAL DUTIES (May include but is not limited to the following).

- Operate vehicles and equipment of various sizes, excluding those requiring a CDL, for purposes of loading, hauling, and unloading of various materials and equipment.
- Plow snow during snow removal operations and adjust to schedule changes due to weather and increased need for snow and ice removal operations.
- Assist in traffic control, storm sewer cleaning, street cleaning/maintenance, traffic signing, brush/rubbish collection, grass cutting and other miscellaneous public works activities.
- Operate loaders, tractors, mowers, and other equipment, excluding those requiring a CDL, as needed.
- Assist with daily routine inspections and preventative maintenance on assigned equipment and refer defects or needed repairs to Public Works Foreman.
- Consult with the Public Works Foreman on all operational issues and matters.
- Ensure the proper maintenance of equipment and tools by cleaning and checking equipment and tools before and after use.
- Maintain prompt, predictable and reliable attendance.
- Maintain the ability to lawfully operate a motor vehicle.
- Assist all other Town services, including garbage removal, as needed.
- Utilize professional public relations skills on a regular basis in contact with staff, residents, taxpayers, regulators, vendors, members of the Town Board, and other customer questions and concerns.

- Perform other duties as assigned by supervisor.

WORK CONDITIONS

- While performing the duties of this job the employee regularly works outside in all weather including, rain, sunny, hot, humid, freezing, snow and blizzard conditions.
- The employee works near moving equipment and mechanical parts and is exposed to dirty conditions, high noise levels and vibration.
- The employee occasionally works in high precarious places and occasionally is exposed to fumes, and airborne particles.

WORK HOURS/ATTENDANCE

- Maintain prompt, predictable and reliable attendance.
- Typical working hours are 40 hours per week ranging from 7:00am to 3:30pm (half hour lunch not paid) Monday through Friday. Work also includes weekends and holidays as directed by Foreman.
- In emergencies, must be able to answer phone calls 24 hours per day / return missed calls within 1 hour.
- Respond to after-hours emergencies such as salting, plowing, storm sewer backup, etc.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Physical Demands

- Comprehensive knowledge of the operation and maintenance requirements of the various types of trucks or other related equipment, together with the ability to make minor adjustments and do the necessary servicing work. Thorough knowledge of the traffic laws, ordinances, and rules involved in truck operation. Knowledge of occupational hazards and safe work practices in order to operate trucks and equipment safely and effectively.
- Skill in the operation of equipment needed to effectively perform the duties and responsibilities of the position, including modern office equipment.
- Ability to learn general layout of the Town and learn the routes to other locations.
- Ability to communicate effectively both orally and in writing with business representatives, elected officials, department heads, the general public, and other Town employees with courtesy and respect. Ability to follow oral and written instructions from supervisors. Ability to establish and maintain effective working relationships with staff and the public.
- The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.
 - The employee must frequently move and/or transport up to 50 pounds and occasionally move and/or transport up to 75 pounds.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Frequent sitting, standing, walking, and occasionally climbing, balancing, reaching, stooping, kneeling, crouching and crawling.
- While performing the duties of this job the employee is required to use hands, fingers, talk and hear, as well as read and write English.
- Must be able to work in a team environment and be able to accomplish tasks independently with little direct supervision.

Education and Experience

- Graduation from high school or GED equivalent.
- One (1) or more years' experience in the construction field.
- Previous use of municipal heavy equipment is required for this position

Licenses

Possess a valid Wisconsin Driver's License. The General Laborer position does not require CDL certification to include Class B and D with air brakes and N (Tanker) endorsement.

Hiring Range

The starting pay range for DPW Laborer in 2025 is between \$23.37 to \$25.74 per hour depending on qualifications.

SELECTION GUIDELINES

- Formal application, rating of education and experience, oral interview, reference checks and tests will be required.
- The duties listed above are intended only as illustrations of the various types of work that may be required in the performance of the job. The omission of specific statements of duties in this description does not exclude them from the duty to perform the work assigned to the employee.
- This job description does not constitute an employment agreement between the employee and employer and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

By signing this Public Works General Laborer job description, the employee hereby acknowledges they have read and completely understand the duties as described. A copy of this job description will be provided to the employee after it is fully executed. The original shall be placed in the employee's personnel file.

Employee Signature

Date

Public Works Foreman

Date

Town Administrator

Date

The Town of Freedom is an equal opportunity employer. All qualified candidates are encouraged to apply. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, national origin, sexual orientation, gender identity or any other protected class.