

Village of Spencer

Department of Public Works

Roving Helper Job Description

SUPERVISOR: Village Administrator

GENERAL FUNCTIONS: Performs work in the construction, repair, and maintenance of roads, water distribution, wastewater collection systems, and grounds and facilities.

Primary Duties

1. Performs semi-skilled tasks in the repair and maintenance of Village buildings, recreational grounds and equipment; including rough carpentry, minor electrical, plumbing and painting.
2. Prepares equipment, loads materials, and positions equipment as needed; services equipment with fuel, lubricants and accessories; performs pre-operation safety checks.
3. Makes small engine repairs.
4. Uses hand tools such as shovels, forks, rakes, and brooms in grounds maintenance and beautification work (e.g., planting/removing trees and flowers; removing leaves and trash/refuse).
5. Operates power tools such as a jackhammer, compressor, concrete saw, weed trimer, chainsaw, blower; maintains assigned tools and equipment.
6. Operates heavy equipment such as an end-loader, grader and snow plowing equipment.
7. Performs minor custodial duties such as rubbish collection, sweeping, mopping and general office and garage cleanup.
8. Adheres to safety policies, procedures, regulations and guidelines.
9. Performs other duties as assigned.

Qualifications:

Education: Any combination of education and experience equivalent to graduation from high school or GED and some experience in operation and maintenance of machinery and equipment, preferably in a municipal setting.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; up to 50 pounds of force frequently; and up to 20 pounds of force constantly to move objects.

Knowledge, Skills, and Abilities:

- Working knowledge of heavy machinery operations, including a front end loader, grader and a snowplow.
- Working knowledge of the occupational hazards of the work and the necessary safety precautions.
- Some basic knowledge of electrical, plumbing, carpentry and HVAC.
- Ability to detect flaws in the operation of mechanical equipment and determine proper remedial measures.
- Ability to understand and follow moderately complex oral and written instructions.
- Ability to read meters, charts, and technical manuals and drawings accurately and to maintain records of shift operations.
- Ability to establish and maintain effective working relationships with peers and superiors.
- Ability to work outdoors and in adverse weather conditions such as extreme heat and cold; precipitation; sleet; ice; dust; mud; etc
- Ability to walk, sit, stand, use hands, listen/hear, climb/balance, stoop, kneel and crouch for extended periods of time.
- Ability to traverse adverse terrain.

Special Requirements:

Employee must have or be able to receive WI CDL, within 60 days.