

CITY OF BERLIN
POSITION DESCRIPTION
FOR
STREET DEPARTMENT GENERAL LABORERS

DEPARTMENT:	Department of Public Works
DIVISION:	Street Department
SUPERVISOR:	Public Works Superintendent/Director of Public Works
SHIFT/HOURS:	7:00 a.m. – 3:30 p.m. M-F, (others as needed)
CATEGORY:	Three (3)

JOB SUMMARY

Street Department employees work under the direct supervision of the Street Superintendent to maintain streets, storm sewers, city owned electrical system, trees, etc. Employees will work in all weather extremes, and must be able to drive trucks, and operate heavy equipment effectively and safely. Works closely with other departments, and must present a positive attitude with the general public.

ESSENTIAL JOB FUNCTIONS

- (1) Plow, shovel, and remove snow.
- (2) Salt streets, alleys, parking lots, and sidewalks.
- (3) Cut and remove trees.
- (4) Trim trees and shrubs.
- (5) Patch and repair asphalt streets using hot and cold mix asphalt, fill potholes, seal cracks, and pour concrete.
- (6) Clear brush, rake leaves, and mow roadsides.
- (7) Open and unplug frozen storm sewers.
- (8) Sweep streets, paint crosswalks, centerlines, and parking lanes.
- (9) Assist with installing and maintaining traffic and other regulatory signs.
- (10) Check, clean, and maintain all equipment used.
- (11) Check, clean, and maintain plumbing, electrical, back-up generators, as needed in various City buildings.

- (12) Operate trucks, loaders, tractors, and other related equipment.
- (13) Pick-up refuse and discard items.
- (14) Assist other departments as assigned.
- (15) Repair curbing, catch basins, and manholes.
- (16) Install and remove snow fence.
- (17) Set up detours, and properly barricade work zones.
- (18) Set up barricades in emergency situations.
- (19) Assist with building repair, maintenance, and new construction.
- (20) Perform other related public works assignments as required.

SKILLS & QUALIFICATIONS

- (1) Ability to follow oral and written instructions.
- (2) Ability to work with and communicate effectively, cooperatively, and politely with the public.
- (3) Alertness and willingness to learn.
- (4) Working knowledge of the occupational hazards and necessary safety precautions of equipment operation.
- (5) Working knowledge of asphalt, concrete, masonry, and building construction practices.
- (6) Ability to work long hours in emergency situations.

SPECIAL REQUIREMENTS

- (1) Residency within a 15-mile radius of Berlin City Hall.
- (2) High school diploma or accredited equivalent degree.
- (3) Possession of a valid Wisconsin Driver's License.
- (4) Possession of a valid Commercial Driver's License.

PHYSICAL DEMANDS

- (1) Ability to lift heavy objects up to 100 lbs, frequently lift and/or carry objects of up to 50 lbs, and perform long periods of heavy manual work.
- (2) Must be able to function with no limitations or restrictions.
- (3) Ability to frequently reach above shoulders, crawl, kneel, and repeatedly bend.
- (4) Ability to work in all weather extremes.