

## TOWN OF ROME POSITION DESCRIPTION

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**POSITION TITLE:** Public Works Equipment Operator (Part-time/Seasonal)  
**DEPARTMENT(S):** Public Works, Parks, Solid Waste, Buildings & Grounds and Cemetery  
**REPORTS TO:** Director of Public Works and/or Public Works Foreman

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### JOB SUMMARY AND POSITION SCOPE

This part-time/seasonal position is responsible for operating all department equipment and vehicles, and performing both skilled and manual labor which aids in the maintenance of the Town's facilities and roads.

### ESSENTIAL FUNCTIONS

The following duties are illustrative, and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

#### *Year-round:*

- Operate heavy equipment, trucks, and other equipment for the maintenance of the Town's facilities and roads.
- Perform daily maintenance and safety inspections of assigned equipment.
- Perform other duties as assigned by the Director or Foreman.

#### *Summer:*

- Provide summer maintenance, such as ditch and lawn mowing, lawn care and Building & Grounds cleaning/upkeep.
- Assist with:
  - Road maintenance and repairs;
  - Special project like Firewise clean-up;
  - Transfer Site operations; and
  - Other Town-wide Public Works related projects/programs.

#### *Winter:*

- Provide winter maintenance such as snow plowing, salting and sanding during weather conditions as needed.
- May be subject to call-ins at all times for winter snow and ice removal and other emergency and non-emergency situations.
- Assist with Transfer Site operations and other Town-wide Public Works related projects/programs.

#### REQUIRED LICENSES AND CERTIFICATIONS

- High School Diploma or its equivalent.
- Must have a valid WI driver's license; a Class "A" or "B" CDL is preferred.
- Must have at least one-year experience operating heavy equipment and power tools.
- Must be able to pass a pre-employment drug screen.

#### PREFERRED EXPERIENCE, TRAINING, QUALIFICATIONS

- Ability to understand and effectively carry out written or verbal instructions.
- Ability to learn assigned tasks readily.
- Ability to work well with others.
- Ability to speak with the general public on matters pertaining to Public Works operations.
- Provide excellent customer service.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicles, construction equipment, hand tools and two-way radios.
- Ability to work outside and therefore be exposed to differing levels of environmental conditions (snow, wind, rain, dust, temperature extremes, etc.) as well as fumes or airborne particles.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skills and training.
- Ability to perform frequent shoveling, raking, sitting, standing, kneeling, or bending for extended periods of time.
- Ability to regularly lift 50 lbs. and occasionally 75 lbs.