
Job Title:	Crew I	FLSA Category:	Non-Exempt FTE
Department:	Public Works	Pay Type:	Hourly
Division:	Streets	Hourly Rate:	\$21.00-\$22.50 DOE/DOQ
Reports To:	Assistant DPW	Department Head:	Director of Public Works

POSITION SUMMARY

Public Works Crew I is an entry-level position performing semiskilled to skilled work in the maintenance, repair, and construction of streets, sidewalks, parking lots, and storm drains; assists with weed control, brush and garbage collection; and operates and maintains motorized and handheld equipment.

The role supports safe, functional, and attractive public spaces and works closely with Parks & Recreation, Utilities, and Buildings & Grounds to maintain infrastructure and assist community events.

Within set guidelines, the Crew Member solves routine problems, maintains records, follows all safety standards, and provides responsive customer service.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Operates equipment and performs maintenance, repair, and construction of streets, sidewalks, lots, and storm drains.
- Operates tractors, loaders, backhoes, sweepers, graders, rollers, and similar equipment.
- Uses chainsaws, mowers, weed eaters, and related tools.
- Drives dump and pickup trucks to haul materials; plows snow; spreads salt.
- Cleans and performs preventive checks and minor repairs on vehicles and equipment.
- Performs landscaping: mowing, sweeping, raking, planting, trimming.
- Performs asphalt and concrete work: heating asphalt, patching, repairing sidewalks/curbs; uses saws, air hammers, drills.
- Paints, constructs, and installs street signs; sets up barricades, flashers, and traffic control.
- Cleans and maintains tools and equipment.
- Ensures safe equipment operation.
- Performs heavy labor, loading/unloading trucks and attaching plows/spreaders.
- Prepares routine work and equipment records.
- Provides effective customer service and maintains good community relations.
- Performs other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of traffic laws related to equipment operation.
- Knowledge of safety hazards and precautions for motorized/heavy equipment.
- Ability to follow complex verbal and written instructions.
- Ability to work effectively with others.
- Ability to perform strenuous work in all weather conditions.
- Skilled in safe, effective operation and care of assigned tools/equipment.
- Some mowing and equipment-operation experience.
- Some general maintenance experience.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING

Education

- High school diploma or equivalent (GED) required.

Required Experience

- Construction/maintenance/equipment repair experience or equivalent training.
- May be called out on a 24-hour basis and must live within a 30-minute response time.
- Valid WI DL; Preferred ability to obtain WI Class B CDL (no air brake restriction) within 60 days.

Preferred Experience

- Direct municipal public works experience.
- Snow and ice removal experience (plows, blowers, de-icing).

SUPERVISION/DECISION MAKING/PROBLEM SOLVING

Supervision: Reports directly to the ADPW with ultimate accountability to the DPW. Receives regular guidance, assignments, and feedback from the ADPW to ensure alignment with goals and standards.

Decision Making: Exercises limited independent decision-making authority within established guidelines and procedures. Makes routine decisions related to tasks while escalating complex issues to the ADPW.

Problem Solving: Frequently engages in problem-solving to address immediate maintenance or operational challenges, such as troubleshooting equipment, identifying safety concerns, and resolving routine issues within scope; collaborates with ADPW as needed.

PHYSICAL DEMANDS, WORK ENVIRONMENT & WORK HOURS *The physical demands described here are representative of those that must be met to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Physical Demands:

- Perform strenuous tasks in all weather conditions, including extreme heat, cold, rain, or humidity.
- Frequent sitting, standing, walking, climbing (including ladders), crouching, kneeling, carrying tools, and operating mowers, tractors, trucks, and other equipment; requires shoveling, raking, digging, and similar strenuous tasks, sometimes for prolonged periods.
- Lift/move 50–100 lbs.
- Requires precise hand-eye coordination to safely operate power tools, heavy machinery, and other equipment used in landscaping, maintenance, and repairs.

Work Environment:

- Primarily outdoors in varying weather including exposure to wet, humid, hot, or cold weather, as well as dust, pollen, insects, and other outdoor elements. The role has exposure to noise, vibrations, heights up to 50 feet and chemicals (e.g. pesticides, de-icing agents).

Work Hours:

- **Standard Schedule:** Work hours are typically 7:00 AM to 3:30 PM, Monday through Friday, constituting a standard 40-hour workweek.
- **Seasonal Variations:** Seasonal workloads, such as snow removal or peak landscaping periods, may require extended hours beyond the standard schedule, including occasional weekend work.
- **Flexibility:** The employee must be available for occasional overtime or weekend assignments as directed by the ADPW or the DPW to meet operational needs.

The City of Richland Center 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.

This job description does not constitute an employment agreement between the City and the employee. This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. In addition, the City reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.