

## TOWN OF BROOKFIELD

**Position:** General Maintenance/Laborer I                      **Classification:** Non-Exempt  
**Department:** Public Works/Utility District No 1            **Employment Status:** Full-Time  
**Responsible To:** DPW Director

**Purpose.** The purpose of this position is to provide crossover staffing between the Department of Public Works and Utility District No 1.

### **Essential Duties**

1. Perform maintenance and repair on Town property, which includes, but is not limited to, Town Hall, Town Fire Station, Town Police Station, and Town Garage and Town Park facilities.
2. Operate authorized motorized and non-motorized equipment to properly maintain and repair Town property. This includes, but is not limited to, equipment used in plowing snow, salting-sanding roads, sweeping roads, installing culverts, patch roads, installing various pieces of equipment, brush work and cutting weeds and grass.
3. Assist in road maintenance, park maintenance, and all other maintenance and repairs as directed. Such assistance includes, but is not limited to, plowing snow, salting-sanding roads, sweeping roads, install culverts, patch roads, install various pieces of equipment, brush work, cut weeds and grass, painting, structural, functional and cosmetic repairs of all Town facilities.
4. Keep accurate activity and maintenance records of all work performed on Town buildings and facilities.
5. Perform all other general maintenance as directed.
6. Be on call for snow emergencies and any other emergency declared by the Town Board or Emergency Government Director.
7. Perform all other functions in relation to the operation of the Departments of Public Works and Parks and Recreation as directed by the Department Directors or Town Administrator.

**General Description.** The individual in this position works under the supervision of the Director of Public Works. The individual in this position is principally responsible to the Director of Public Works. Major responsibilities include maintenance of streets, parks, and town buildings, operates most pieces of equipment, providing routine checking, and maintenance thereof. This position is generally under the supervision of the respective Department Director as described above. The individual serving in this position may be assigned tasks which require independent performance, may be assigned to work with other employees independent of direct supervision; may be assigned tasks with direct, close supervision of the Department Director or person-in-charge; reports to appropriate Department Director or charge person for assignments and keeps said individual(s) appraised of work status.

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### **Required Qualifications.**

1. Valid state driver's license
2. CDL

### **Desired Qualifications.**

#### **Education and Experience:**

1. Some experience in the use of various building and maintenance materials.
2. Experience working with building and construction tools and materials.
3. A minimum of a high school diploma or GED.

#### **Necessary Knowledge, Skills and Abilities:**

1. Knowledge in minor maintenance and operation of equipment.
2. Ability to communicate effectively, orally and in writing, and to maintain effective working relationships with personnel, other town staff and general public; ability to complete work logs on a daily basis.
3. Commercial Driver's License (CDL).

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Tom Hagie, Town Administrator