

Position Description

Class Title:	Operator 1	
Department:	Public Works	FLSA Status: Non-Exempt
Location:	City Shop	
Date Posted:	April 9, 2025	Position Status: Regular Full Time

Job Summary

The Public Works Operator 1 is an entry-level position responsible for assisting in the maintenance and operation of municipal infrastructure and public services. This role involves performing basic duties under supervision, including operating heavy equipment, assisting with sewer and stormwater maintenance, welding, snow removal, and other tasks as assigned. The Operator 1 designation serves as a foundational role to gain experience and develop skills necessary for advancement.

Key Duties and Responsibilities

General Duties

- Perform basic tasks related to the maintenance and repair of streets, sidewalks, and other municipal infrastructure.
- Assist with the maintenance and operation of sanitary and storm sewer systems, including cleaning and minor repairs to drains, culverts, and pipes.
- Operate light-duty vehicles and equipment, including pickups, small dump trucks, and lawn care equipment.
- Perform manual labor such as shoveling, raking, lifting, and carrying materials.

Equipment Operation

- Safely operate light equipment such as utility vehicles, compact loaders, and walk-behind mowers.
- Experienced with the operation of large machinery, such as backhoes, loaders, graders and CDL trucks, under supervision.

Snow Removal

- Perform snow and ice removal using light-duty vehicles, hand tools, small plowing equipment, loaders and large snowblowers.
- Assist with applying deicing materials on sidewalks and smaller roadways.

Sewer and Stormwater Maintenance

- Assist with inspections, cleaning, and minor repairs of storm sewer systems and sanitary sewer lines.
- Remove debris from catch basins, storm drains, and other water conveyance structures.
- Operate basic tools such as sewer rods, jetters, or vacuums under supervision.

Welding and Fabrication

- Assist with welding and fabrication tasks under the direction of experienced staff.
- Perform basic repairs on tools, vehicles, and small equipment.

General Maintenance

- Maintain public properties, including mowing, landscaping, and trash removal.
- Conduct routine checks and basic maintenance of public facilities, equipment, and vehicles.

Emergency Response

- Respond to weather-related or infrastructure emergencies, including assisting with flood mitigation and storm damage cleanup.
- Participate in on-call duties as required.

Other Duties

- Maintain accurate records of tasks performed and equipment used.
- Perform other duties as assigned by the Public Works Supervisor or Director.

Qualifications

Education and Experience

- High school diploma or equivalent.
- No prior experience required, though experience in construction, maintenance, or public works is preferred.

Licenses and Certifications

- Valid driver's license required.
- Ability to obtain a Commercial Driver's License (CDL) within one year of hire.
- Welding certification or willingness to obtain one is a plus.

Skills and Abilities

- Ability to perform physical labor in varying weather conditions.
- Basic knowledge of tools, equipment, and safety practices related to public works.
- Willingness to learn and develop skills for operating heavy equipment and performing advanced maintenance tasks.
- Ability to work cooperatively in a team setting and follow directions.

Working Conditions

- Work is performed outdoors in all weather conditions, including extreme heat, cold, and wet conditions.
- Exposure to heavy machinery, noise, dust, and hazardous materials.
- Requires frequent lifting up to 75 lbs, climbing, bending, kneeling, and standing for extended periods.
- Must be available for occasional overtime, night shifts, and weekend work, especially during emergencies.
- Must participate in rotating on-call duty for a minimum of one week/month.

Compensation and Benefits

- Hourly wage based on qualifications and experience.
- Benefits package includes health insurance, retirement plan, and paid time off.

How to Apply:

- Interested candidates should submit a resume, cover letter, and completed application to **City Administrator, City of Eagle River, PO Box 1269, Eagle River, WI 54521, rcginner@eagleriverwi.gov**. Opportunity will remain open until filled. Applications can be found online at www.eagleriverwi.gov or picked up at City Hall.

The City of Eagle River is an Equal Opportunity Employer and encourages all qualified individuals to apply.