



JOB DESCRIPTION

Department	Department of Public Works
Location	Roger Prange, 8600 Green Bay Road, Pleasant Prairie WI 53158
Job Title	Public Works Crew Lead
Classification	Hourly/Non-exempt
Pay Range	\$35.60 - \$37.78/hr. PW07

Job Summary

The Department of Public Works Crew Lead is a full-time, technical, and supervisory position which reports to the division DPW Superintendent. The Public Works Crew Lead supports and monitors the daily operations in either the Sanitation, Highway, Parks, Technical Services, or Utility divisions of the Village of Pleasant Prairie Department of Public Works. This position is also responsible for assisting with the supervision, hiring, and development of maintenance employees within the respective division and ensures that service delivery aligns with public policy, strategic goals, and departmental standards. Typical hours are 6:00 a.m. to 4:30 p.m., 4 days a week. Workdays may fluctuate on a rotating 10 hour schedule basis with some weekend, holiday and overtime. Must be available for overtime work and emergency call-out duty; serves on the "On-Call" list on a rotational basis.

Job Duties

- Assists the division Superintendent and Director of Public Works in the administration and coordination of field operations and in the evaluation of work practices, procedures, systems, and policies for continual improvement and organizational alignment.
- Manages and trains maintenance employees within the assigned division and coordinates daily activities.
- Responds to complaints, questions, and concerns from residents, co-workers and Village officials, taking appropriate action to correct or resolve them in a responsive and professional manner. Initiates quick resolutions as appropriate to the situation.
- Assists with interviewing and hiring field personnel, conducts onboarding training for all new and promoted employees.
- Provides a safe, positive, and conducive learning environment for all employees. Provides training opportunities, conducts performance evaluations and quarterly check-ins, and attends staff meetings to share information and obtain constructive feedback.
- Supports in the acquisition of equipment and materials needed by crews for work assignments.
- Manages and maintains division facilities and equipment and performs minor maintenance on vehicles or machinery.
- Assists in the set up and monitoring of preventative maintenance schedules for Public Works infrastructure.
- Monitors reports using asset management software, maintains records and prepares reports on work completed.
- Operates and trains employees in the safe use of construction equipment such as, but not limited to, pick-up trucks, dump trucks, bucket truck, front end loaders, backhoe, skid steer, compressors, leaf vacuums, mowing machines, snow plows, salt spreaders, generators and other maintenance equipment.
- Assists Highway Department in winter months completing maintenance and plowing snow.
- Participates in required safety, leadership, and various on-site trainings.
- Adheres to and enforces OSHA safety procedures and safe work practices to ensure safe, effective, and efficient procedures are practiced by employees.
- Leads by example and enforces all Village policies and procedures, and Village codes and ordinances.
- Performs other duties and special assignments as directed within the scope of the Public Works Department.

Physical Requirements

- Requires frequent public interaction and the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Frequent movement about the Village of Pleasant Prairie boundary, worksites, and office spaces that will require regular standing, walking, stooping, crouching, kneeling, climbing, or sitting.
- Occasionally will require pushing, pulling, lifting, and/or carrying a range of weight up to 100 pounds.
- Frequently works in an outdoor environment, in hazardous conditions, or in enclosed spaces for extended periods of time with potential exposure to noxious odors and smells, poor ventilation, wet or muddy areas, wind, precipitation, and high and low temperatures.
- Frequent operation and/or close proximity to machinery and moving equipment or in an environment where the noise level is normally moderately loud.

Requirements - educational, certifications and experience

All DPW Crew Leads:

- Associate’s or Bachelor’s Degree in Civil Engineering, Natural Resource Management, or closely related field is preferred.
- 3+ years of experience in public works, construction, or related field.
- Commercial Driver’s License Class B with air brake endorsements and the ability to obtain Commercial Driver’s License Class A within one (1) year of employment.
- Possesses strong interpersonal, technical management, customer service, and leadership skills.
- Proven ability to provide a safe and positive working environment for employees.
- Ability to obtain First Aid CPR Certification, HAZWOPER Training, Confined Space, and Competent Person Certification within one (1) year of employment.
- Other combinations of education, training, and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

DTS Crew Lead:

- Grade T (Operator-in-Training) Waterworks Operator Certification; Grade 1 Water Distribution Certification preferred.
- Experience utilizing SCADA systems.
- Ability to obtain PACP, LACP, and MACP Certifications.

Utilities Crew Lead:

- Grade T (Operator-in-Training) Waterworks Operator Certification; Grade 1 Water Distribution Certification preferred.
- Experience utilizing SCADA systems.
- Proven proficiency with relevant utilities maintenance equipment and vehicles.

Parks Crew Lead:

- Ability to obtain 3.0 Chemical Applicator License.
- Ability to complete Landscaping & Grounds Short Course program.
- Experience with leading major parks maintenance activities and projects and knowledgeable of automated lawn sprinkler systems.
- Proven proficiency with relevant parks maintenance equipment and vehicles.

Highway Crew Lead:

- Experience with leading major highway maintenance and highway inspection activities and projects.
- Proven proficiency with relevant highway maintenance equipment and vehicles.

Sanitation Crew Lead:

- Experience with leading major sanitation or public works projects.
- Proven proficiency with relevant sanitation maintenance equipment and vehicles.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.