



We're going outside.

Public Works Dept.

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Job Title:	Public Works Crewperson	Date:	August 2026
Position:	Full Time	Hourly Rate:	\$24.97/hr to \$34.25/hr
Job Description:			

General Description:

- Participates in the operation, maintenance and construction of the City of Jefferson's public infrastructure including roadways, sidewalk, storm water, bridges, dams, public buildings and other related systems.
- Participates and assists with the ongoing functions of the Public Works Department on a daily basis and other City of Jefferson Departments as necessary and directed.
- The Public Works Crewperson Position reports to the Public Works Foreman, Lead Crewperson, and the Public Works Director/City Engineer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Interpersonal Abilities:

- Professionally communicate and cooperatively work with all members of the Public Works Department as well as other Departments.
- Professionally communicate with public regarding concerns and inquires.
- Facilitate an environment of cooperation and learning.

Abilities:

- Assist in the construction and maintenance of Public Works projects and other Department projects as directed.
- Assist and participate in vehicle maintenance program including vehicle inspections and assisting the Mechanics as directed.
- Participate in street maintenance and reconstruction activities including paving operations (asphalt and concrete), excavation, and subbase/base material work.
- Participate in street maintenance operations including street cleaning, street painting, crack filling, and seal coating.
- Participate in building and grounds maintenance including clearing and grubbing vegetation, interior and exterior painting, and minor plumbing and carpentry work.
- Participate in stormwater management program including routine catch basin cleaning, routine sewer cleanings, addressing plugged sewer systems, pond maintenance activities, and installation of new facilities as required.
- Participate in snow and ice removal operations including responding to emergency and planned call-ins to complete these operations.
- Participate in sign maintenance program.
- Participate in refuse and recycling program including brush chipping, brush hauling, compost site maintenance, facilitating electronics/appliance recycling program and trash hauling.
- Coordinate traffic control for projects and special events.

Operating Abilities:

- Operating the following equipment:
 - Trucks/Snow Plow
 - Front end Loader/Grader
 - Backhoe
 - Tractor & Mower
 - Street Sweeper
 - Cement Saw
 - Air Compressor and Attachments
 - Sewer Jetter and Vacuum
 - Brush Chipper
 - Chain Saw
 - Air Hammer
 - Welder
 - Transit
 - Any other equipment as required.

Essential Job Functions and Abilities:

- The Crewmember participates in the maintenance and construction of City streets, sidewalks, sewers, buildings, bridges, dams, and other related public works structures. Be able to perform the essential job functions listed below.
 - Examples of Essential Job Functions:
 - Plumbing
 - Masonry
 - Carpentry
 - Painting
 - Roofing
 - Asphalt/Cement (Repair/Construction)
 - Snow removal/Ice control
 - Heavy equipment operation
 - Street Construction
 - Storm Sewer Installation
 - Landscaping
 - Read Engineering Plans
 - Any other job functions as required/perform other related tasks as required.
- Knowledge, Skills, and Abilities Required:
 - Knowledge of the methods, materials, and techniques used in the construction and maintenance of various public work systems.
 - Knowledge and skills required to efficiently operate various types of equipment and tools.
 - Ability to communicate effectively, using various media, so as to enable the candidate to perform the essential functions of this position.
 - Knowledge of occupational hazards and safety precautions.
 - Ability to read and follow blueprints and grade sheets.
 - Ability to effectively use a transit.
 - Other duties may be required and assigned by the Public Works Director/Engineer.

Physical Ability:

- Operate equipment and perform physical labor as required.
- Be physically able to tolerate all the following:
 - Work frequently performed outdoors
 - Extreme temperature conditions (hot and cold)
 - Sudden temperature changes
 - Slippery conditions

- Wet conditions
- Vibrations
- High noise levels
- Heavy machinery
- Sharp tools
- High dust concentrations in the air

Certificates, Licenses and Registrations:

- The position requires a valid Wisconsin Driver's License and Wisconsin Commercial Driver's License, Class B or above.

Necessary Knowledge, Skills, and Abilities:

- Understanding of equipment, facilities, materials, methods, and procedures used road construction and maintenance.
- Skill in the operation of a variety of tools and equipment including backhoe, front end loader/grader, street sweeper, brush chipper, heavy trucks/snow plow, cement saw, air compressor, sewer jetter and vacuum and welder.

Physical Demands/Work Environment

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, sit, reach with hands and arms, and climb or balance. The employee is occasionally required to stoop, crouch, or crawl and taste or smell.
- The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception. Tasks affected include grade checking, centerline adjustment and identifying color-coded materials.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles.
- Ear protection may be required at many times due to equipment decibel range.

Disclaimer

- Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope.