

VILLAGE OF PEWAUKEE
Job Description
EQUIPMENT OPERATOR

DEPARTMENT: PUBLIC WORKS
DATE: APRIL 2026
REPORTS TO: PUBLIC WORKS SUPERVISOR, DIRECTOR, LEADMAN

SUMMARY:

The Equipment Operator repairs and maintains the streets, lake, cemetery and buildings of the Village.

NOTE: The listing of this position as assigned to the Water, Sewer and Lighting Division or the Streets and Storm Water Division does not mean the employee only performs duties within a particular Division. Each employee is required to perform all duties assigned, regardless of whether these duties are listed on this Job Description or not.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Read and understand job orders and follow through with the orders under minimal supervision.

Operate motor vehicle equipment associated with Street Division functions including, but not limited to: front-end loader, pavement roller, mowing tractor, riding mowers, tractor/back-hoe, skid steer, sweeper, various sizes of dump trucks, jetvac truck, bucket truck and related vehicles and power equipment as required.

Dig, excavate, and perform work with hand tools as needed.

Operate chain saws, brush chipper, pole saw, power trimmers, and pruning equipment for the care and maintenance of the Village grounds.

Work on asphalt paving crew operating paver, rollers, trucks, pavement router, tar kettle, shovels, lutes, and associated equipment in the paving and maintenance of asphalt streets.

Drive and operate vehicles and equipment related to job duties.

Operate pavement buster, back-hoe, dump truck, concrete saw, air tools and hand tools to excavate, repair and replace asphalt pavement, concrete sidewalks, concrete curb and gutter, storm sewer and catch basins throughout the Village.

Operate trucks of various sizes and weights in the loading, hauling and unloading of various equipment, materials and supplies.

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Drive and operate trucks equipped with front plow, wing plow, spreader, and haul snow, during snow and ice control operations.

Repair and maintain Village Cemetery including digging graves, mixing, pouring and finishing concrete headstone foundations, setting headstones and landscape maintenance.

Maintain and install traffic signs and lights; operate and maintain paint striper and perform various functions in the painting and marking of Village streets.

Maintain all equipment and hand tools in clean and operating order; service assigned equipment with fuel and oil; perform safety checks as required on all vehicles, notifying supervisor of any mechanical problems.

Perform routine inspection and preventive maintenance on assigned equipment and refer defects or needed repairs to supervisor; clean equipment as needed.

Perform all duties in conformance to appropriate safety and security standards.

Performance of overtime responsibilities as required.

OTHER DUTIES:

Perform duties in Water, Sewer and Lighting Divisions, when required.

Work with other Public Works employees in the upkeep of the floor and interior of the public works facility as needed.

Perform as lead worker when directed and on emergency calls, using sound judgment and initiative in making decisions in accordance with established guides.

Establish and maintain a positive working relationship with members of the community and other employees.

Attend training courses, meetings and conferences as directed by supervisor. May be required to confer with citizens on problems or concerns.

Perform other related duties as assigned.

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

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ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); plus one-year municipal DPW or related experience; or equivalent combination of education and experience.

KNOWLEDGE AND SKILLS:

Knowledge of the methods, materials, equipment and tools used in the repair and maintenance of streets, curb and gutter, storm sewers, ditches, sidewalks, and trees. Knowledge of gasoline and diesel engines and equipment. Understanding of the Village geography, including streets, storm sewers and other landmarks. Knowledge of occupational and safety hazards and precautions necessary in the workplace.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors and other employees of the Village.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license. Commercial Driver's license or the ability to obtain a CDL, with endorsements, B, D, and N within 6 MONTHS.

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 frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

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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.

TOOLS AND EQUIPMENT:

Continuous use of hand tools, small and heavy equipment and trucks. Use of chain saw, air and gas tools, and heavy equipment including, but not limited to loader, sweeper, chipper, back-hoe, skid steer, paver, roller, dump truck, lawn mower and paint striper.

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 constantly works in outside weather conditions under all temperature and weather extremes. The employee frequently works near moving mechanical parts and in high, precarious places. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock.

NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the job. This job description does not create an employment contract between the Village and the employee and is subject to change by the Village as the needs of the Village and the department change over time.